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ARMED SERVICES TECHNICAL INFORMATION AGENCY
DOCUMENT SERVICE CENTER

REPORT
OF
PERSONNEL AND FINANCIAL REQUIREMENTS

31 DECEMBER 1958

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58

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TABLE OF CONTENTS

| | |
|-----------------------------------------------------------------------------------------------------------------------------|----------|
| Introduction | I - 1 |
| Table I - Summary of Total ASTIA Annual Requirements Based on Fiscal Year 1952 Workload | I - 3 |
| Table II - Summary of Total ASTIA Annual Requirements Based on Fiscal Year 1953 Workload | I - 3 |
| Section I - Study of ASTIA Workload | I - 1 |
| Table III - Correlation of Unit Costs and Units Produced Plans "A," "B," & "C" Based on Fiscal Year 1952 Workload | I - 2 |
| Chart I - Gross Receipts - Documents | I - 3 |
| Chart II - Duplicate Check - Documents | I - 4 |
| Chart III - Descriptive Cataloging - Titles | I - 5 |
| Chart IV - Distribution Classification - Titles | I - 6 |
| Subject Cataloging - Titles | I - 6 |
| Microfilming - Titles | I - 6 |
| Chart V - Abstracting - Titles | I - 7 |
| Chart VI - Microcards - Titles | I - 8 |
| Chart VII - Request Processing - Requests | I - 9 |
| Chart VIII - Document Supply - Documents ASTIA | I - 10 |
| Chart VIIIA - Document Supply - Documents DSC | I - 11 |
| Chart IX - Demand Bibliography | I - 12 |
| Chart X - Local Library Service - Reference Queries | I - 13 |
| Section II - Personnel Requirements for DSC | II - 1 |
| Table IV - Comparative Statement of Personnel Requirements Plans "A," "B," & "C" Based on Fiscal Year 1952 | II - 3 |
| Section III - Financial Requirements | III - 1 |
| Plan "A" - Exhibit "A" Document Service Center Summary of Costs and Man Years in Whole Dollars and Man Years | III - 2 |
| Schedule I Personal Services Requirements by Operating Functions | III - 3 |
| Schedule II Allocable Costs Other Than Direct Personal Services | III - 4 |
| Schedule III Distribution of Costs of Operating Supplies | III - 5 |
| Schedule IV Maintenance and Machine Rental | III - 7 |
| Plan "B" - Exhibit "A" Document Service Center Summary of Costs and Man Years in Whole Dollars and Man Years | III - 8 |
| Schedule I Personal Services Requirements by Operating Functions | III - 9 |
| Schedule II Allocable Costs Other Than Direct Personal Services | III - 10 |
| Schedule III Distribution of Costs of Operating Supplies | III - 11 |
| Schedule IV Maintenance and Machine Rental | III - 13 |
| Plan "C" - Exhibit "A" Document Service Center Summary of Costs and Man Years in Whole Dollars and Man Years | III - 14 |
| Schedule I Personal Services Requirements by Operating Functions | III - 15 |
| Schedule II Allocable Costs Other Than Direct Personal Services | III - 16 |
| Schedule III Distribution of Costs of Operating Supplies | III - 17 |
| Schedule IV Maintenance and Machine Rental | III - 19 |
| Section IV - Workload Survey | IV - 1 |

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INTRODUCTION

In the following pages are summaries of detailed studies of personnel and financial requirements and workload at the Armed Services Technical Information Agency (ASTIA) Document Service Center (DSC) at Dayton, Ohio. These studies are based on known workload for FY 1952 for the purpose of arriving at unit costs which may be applied to predicted workloads to determine personnel and financial requirements in subsequent years.

Personnel and financial requirements for three plans of operations are shown in this study:

Plan "A" represents a study of operation at the Document Service Center at the time these detailed studies were begun in July 1952. It reflects the former Central Air Documents Office operations as they were at the time these operations were transferred to the management of ASTIA.

Plan "B" represents operations at the Document Service Center as they are contemplated under ASTIA with important improvements in service (entailing additional functions) and reduction or elimination of other former services believed by the ASTIA management to be non-essential to the hard core of ASTIA's mission at this time. Plan "B" also reflects requirements without integration of DSC activities with those of the Office of Naval Research under contract with the Library of Congress.

Plan "C" represents operation of the Document Service Center under the RDB-approved plan of integration with the Navy-sponsored activity at the Library of Congress.

One of the really important advantages to the Department of Defense in the formation of ASTIA is the extension of the best of the previous separate technical documents services to all agencies of the Department of Defense and their contractors. An equally important advantage is the elimination of duplication of activity where it existed.

The financial requirements to achieve both objectives are contained in Plan "C." Plan "B" reflects only a partial achievement of these objectives, namely, in the adoption of certain highly desirable services of the Library of Congress by ASTIA for extension to those agencies and contractors served by the Document Service Center.

Under Plan "C," the most substantial burden of extension of service falls upon the Document Service Center. For example, the Technical Information Division (TID) of the Library of Congress now issues a reports availability announcement bulletin and distributes microcard copies of its documents - services not rendered by DSC. Under Plan "C," DSC will be responsible for rendering these services not only to those formerly served by TID but to those served by the Document Service Center as well. On the other hand, DSC prepares and disseminates facsimile copies of its reports upon demand, while the Library of Congress activity renders loan service when duplicate copies are unavailable. Under integration, facsimile copies will be made available by DSC to all Defense Department agencies and their contractors.

The cost of TID microcard service is borne entirely by the Office of Naval Research apart from the Library of Congress contract. The cost of this important service must henceforth be carried by ASTIA. A continuation of the ONR microcard contract with a commercial firm would cost ASTIA in excess of \$130,000 annually under Plan "C." However, by fabricating microcards in DSC's own facilities, the direct cost will be \$72,885 - a savings of nearly \$60,000 based on FY 1952 workload, but still a substantial addition to ASTIA's financial requirements.

Under Plan "B," a net dollar saving of \$22,000 is realized over Plan "A." At the same time a net addition of four positions is required. Actually, the elimination of certain Plan "A" services and streamlining of procedures in Plan "B" result in a reduction of 24 positions and a gross annual savings of \$156,000, or roughly 14%. These

reductions are offset, however, by the inauguration at DSC of the highly desirable and useful microcard and announcement bulletin services.

Since there is a very small overlap in the list of those served by the Document Service Center and the Library of Congress activity, the combination of lists and extension of service with integration (Plan "C") substantially increases the personnel and financial requirements of the Document Service Center. The summary tables (I and II) and subsequent sections of this report, particularly Section II, show why this is true.

Directly following are summary tables (I and II) showing the computed personnel and financial requirements of ASTIA under Plans "A," "B," and "C" based on the known workload for FY 1952 and the projected workload for FY 1953. These tables are derived from the detailed exhibits and computations included in Sections I, III, and IV of this report.

The marked rise in the volume of business as indicated in the analysis of workload in Section I clearly shows that personnel and financial requirements for ASTIA will continue to rise at least until after the research and development activities of the Department of Defense begin to level off. In this connection, too, there is in progress a study of the potential "market" for ASTIA services which strongly indicates that a number of Defense agencies and their contractors are still unaware of the reports services available to them. ASTIA requirements will necessarily increase as knowledge of its existence spreads and more demands are made upon it for service.

TABLE I

SUMMARY OF TOTAL ASTIA ANNUAL REQUIREMENTS BASED ON FY 1952 WORKLOAD

| | PLAN "A" | | PLAN "B" | | PLAN "C" | |
|------------------------------------|-----------|--------------------|-----------|--------------------|-----------|--------------------|
| | Personnel | \$ in Thousands | Personnel | \$ in Thousands | Personnel | \$ in Thousands |
| DSC Direct Personal Services | 205 | \$ 779.4 | 210 | \$ 793.8 | 242 | \$ 916.1 |
| DSC Other Direct Charges | - | 181.2 | - | 149.1 | - | 224.6 |
| Subtotal - DSC Direct Charges | 205 | \$ 960.6 | 210 | \$ 942.9 | 242 | \$1,140.7 |
| DSC Overhead and Administration | 32 | 194.4 | 31 | 190.2 | 31 | 190.6 |
| Total DSC Operations | 237 | \$1,155.0 | 241 | \$1,133.1 | 273 | \$1,331.3 |
| ASTIA Headquarters Personnel | 12 | 85.5 | 12 | 85.5 | 12 | 85.5 |
| ASTIA Headquarters - Other Charges | - | 25.6 | - | 25.6 | - | 25.6 |
| Regional Offices Personnel | 4 | 15.6 | 4 | 15.6 | 4 | 15.6 |
| Regional Offices - Other Charges | - | 8.1 | - | 8.1 | - | 8.1 |
| ASTIA Research Contracts | - | 69.0 | - | 69.0 | - | 69.0 |
| Special Equipment Purchase | - | 50.0 | - | 50.0 | - | 50.0 |
| Library of Congress Contract | - | - | - | - | - | 638.5 |
| Total ASTIA Requirements | 253 | \$1,408.8 | 257 | \$1,386.9 | 289 | \$2,223.6 |

TABLE II

SUMMARY OF TOTAL ASTIA ANNUAL REQUIREMENTS BASED ON FY 1953 WORKLOAD*

| | PLAN "B" | | PLAN "C" | |
|------------------------------------|-----------|--------------------|-----------|--------------------|
| | Personnel | \$ in Thousands | Personnel | \$ in Thousands |
| DSC Direct Personal Services | 230 | \$ 846.6 | 265 | \$ 992.3 |
| DSC Other Direct Charges | - | 204.7 | - | 300.0 |
| Subtotal - DSC Direct Charges | 230 | \$1,051.3 | 265 | \$1,292.3 |
| DSC Overhead and Administration | 33 | 192.8 | 33 | 196.2 |
| Total DSC Operation | 263 | \$1,244.1 | 298 | \$1,488.5 |
| ASTIA Headquarters Personnel | 12 | 85.5 | 12 | 85.5 |
| ASTIA Headquarters - Other Charges | - | 25.6 | - | 25.6 |
| Regional Offices Personnel | 4 | 15.6 | 4 | 15.6 |
| Regional Offices - Other Charges | - | 8.1 | - | 8.1 |
| ASTIA Research Contracts | - | 69.0 | - | 69.0 |
| Special Equipment Purchase | - | 50.0 | - | 50.0 |
| Library of Congress Contract | - | - | - | 673.5 |
| Total ASTIA Requirements | 279 | \$1,497.9 | 314 | \$2,415.8 |

- * Estimates based on assumption that 1/2 increased workload over FY 1952 can be absorbed without increase in personnel.

SECTION I STUDY OF ASTIA WORKLOAD

This Section contains statistical information on workloads experienced by DSC and TID during the fiscal years 1950, 1951, and 1952, with projections to 1953 and 1954 for the purpose of forecasting personnel and financial requirements for these two years.

With increasing attention being brought to the available services of ASTIA through establishment of field offices, and with contractor and project officer participation in the ASTIA program becoming a matter of contract obligation, there is no reason to believe that the upward trend of reports received by ASTIA or requested will level off in the next two or three years.

In Section III of this report, the basis for determining financial requirements is to be found in the form of a detailed cost analysis predicated on FY 1952 workload. Direct unit costs are derived for each workload area which are applicable to the workload charts contained in this Section. Table III shows the relationship between the workload charts of Section I and unit costs developed in Section III. Every going organization has a certain ability to absorb more workload without increase in personnel. Therefore, a direct application of historical unit costs to predicted increased workload would result in higher-than-needed budget estimates. Determination of this "workload absorption ability factor" in advance is most difficult. It varies almost from month to month and is most accurately determined by hindsight rather than by foresight. Nevertheless, this factor is included in this report based largely on the optimistic feeling of the ASTIA management that improved efficiencies are possible within the next two years, and that research in documentation methods will return substantial dividends. Therefore, an assumption is made that one-half the increased workload for 1953 can be absorbed without an increase in personnel requirements.

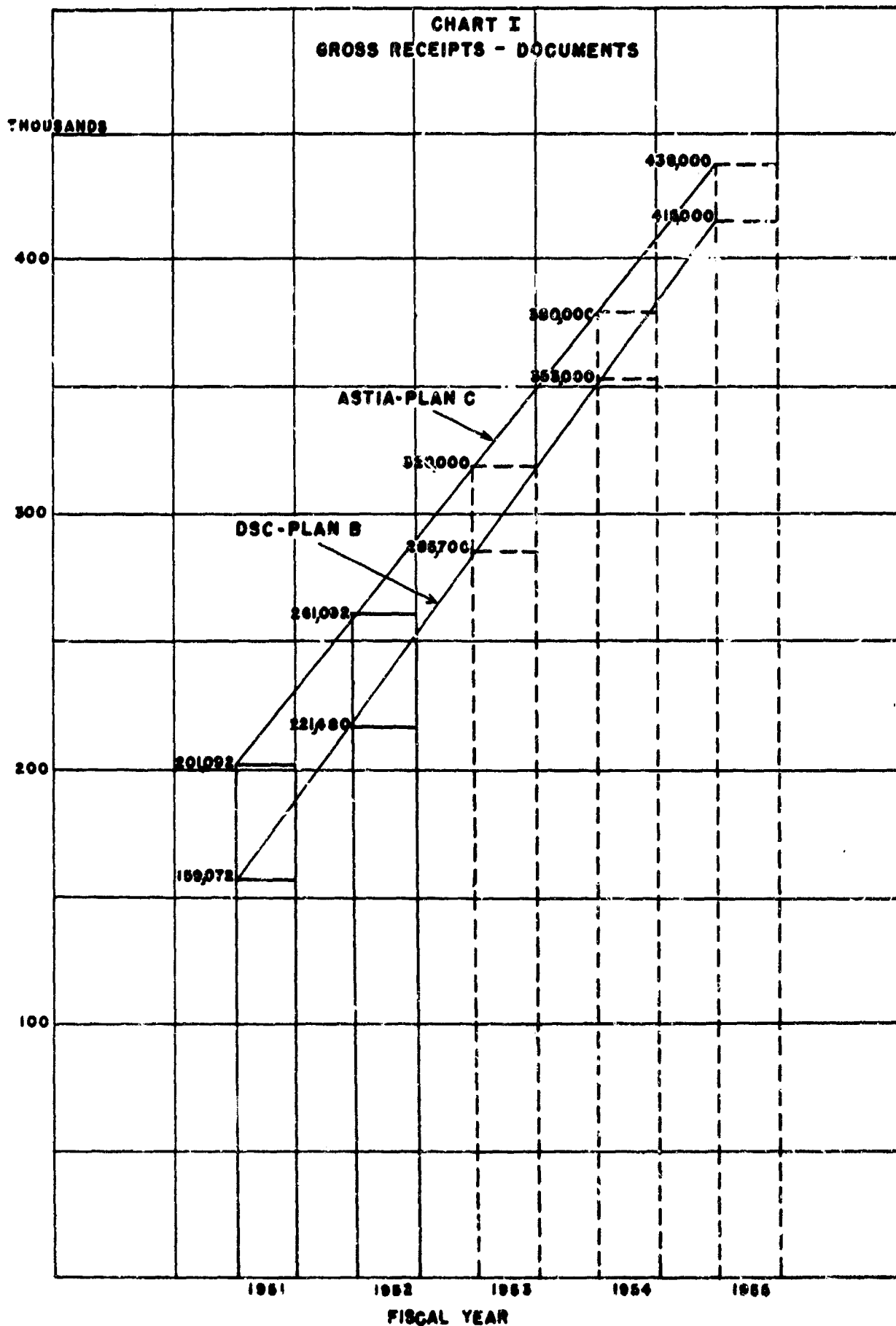
ASTIA workload may be roughly divided into two parts:

1. Workload associated with receipt, control, and storage of reports (input).
2. Workload associated with dissemination of information (output).

This division has proved to be significant in determining the combined workload of DSC and TID. Careful study shows that on the input side, approximately 50% of the report titles received and processed by TID had already been received and processed by DSC. Therefore, in this report the combined ASTIA input workload is considered to be that of DSC plus one-half that of TID. On the output side, no significant duplication is apparent. The "customers" of the two organizations are almost entirely different and the services rendered differ markedly. Therefore, output workload for ASTIA is considered to be the sum of that of the two organizations. These workload combinations are used in developing Plan "C."

TABLE III
CORRELATION OF UNIT COSTS AND UNITS PRODUCED
PLANS "A," "B," & "C"
BASED ON FY 1952 WORKLOAD

| FUNCTIONAL AREAS | PLAN "A" | | PLAN "B" | | PLAN "C" | |
|------------------------------------------|-----------|----------------|-----------|----------------|-----------|----------------|
| | Unit Cost | Units Produced | Unit Cost | Units Produced | Unit Cost | Units Produced |
| Receiving | .088 | 221,480 | .087 | 221,480 | .088 | 221,092 |
| Duplicate Check | | | .117 | 161,327 | .119 | 185,826 |
| Document Storage Maintenance | | | .224 | 161,327 | .246 | 185,826 |
| Descriptive Cataloging | 1.807 | 50,925 | 1.250 | 50,925 | 1.251 | 59,552 |
| Subject Cataloging | .786 | 34,195 | .740 | 34,195 | | |
| Distribution Classification | .810 | 34,195 | .846 | 34,195 | .929 | 42,077 |
| Abstracting | .975 | 14,468 | 1.060 | 14,468 | | |
| Microfilming | | | 2.567 | 34,195 | 2.466 | 42,077 |
| Catalog Card Preparation: | | | | | | |
| AD | .010 | 4,638,720 | .016 | 2,531,900 | .006 | 4,559,999 |
| AD No Abstracts | .014 | 2,369,520 | .009 | 3,452,225 | .004 | 5,520,001 |
| PB | .023 | 1,500,000 | .021 | 1,500,000 | .023 | 1,500,000 |
| Catalog Card Distribution | .005 | 4,178,829 | .004 | 3,793,700 | .004 | 6,614,758 |
| TAB Preparation (Titles) | | | 2.716 | 24,250 | 2.794 | 31,750 |
| TAB Preparation (Copies) | | | .562 | 117,520 | .581 | 152,776 |
| TAB Distribution | | | .177 | 117,520 | .146 | 152,776 |
| Microcards (Titles) | | | 4.408 | 12,000 | 4.702 | 15,500 |
| Microcards (Copies) | | | .088 | 600,000 | .094 | 775,000 |
| Reclassification Bulletin Prep. (Titles) | | | .744 | 782 | .543 | 1,179 |
| Reclassification Bulletin Prep. (Copies) | .244 | 12,000 | .046 | 12,000 | .040 | 16,200 |
| Reclassification Bulletin Distribution | | | .184 | 12,000 | .081 | 16,200 |
| Request Processing | 5.856 | 24,448 | 4.089 | 24,448 | 4.033 | 38,588 |
| Document Supply Storage | .939 | 37,581 | .870 | 37,581 | .759 | 52,581 |
| Document Supply Reproduction | 5.597 | 42,832 | 2.580 | 42,832 | 2.321 | 95,462 |
| Document Supply Acquisition | 1.742 | 9,313 | 2.628 | 4,656 | 2.933 | 3,104 |
| Demand Bibliography | 32.423 | 1,312 | 32.808 | 1,312 | 33.464 | 1,605 |
| Local Library Service | | | 1.765 | 12,042 | 2.256 | 12,042 |
| British Accession List | .834 | 2,600 | | | | |
| Translation List | 14.580 | 500 | | | | |
| Technical Data Digest | .738 | 59,425 | | | | |



CHAPTER
DUPLICATE CHECK-DOCUMENTS

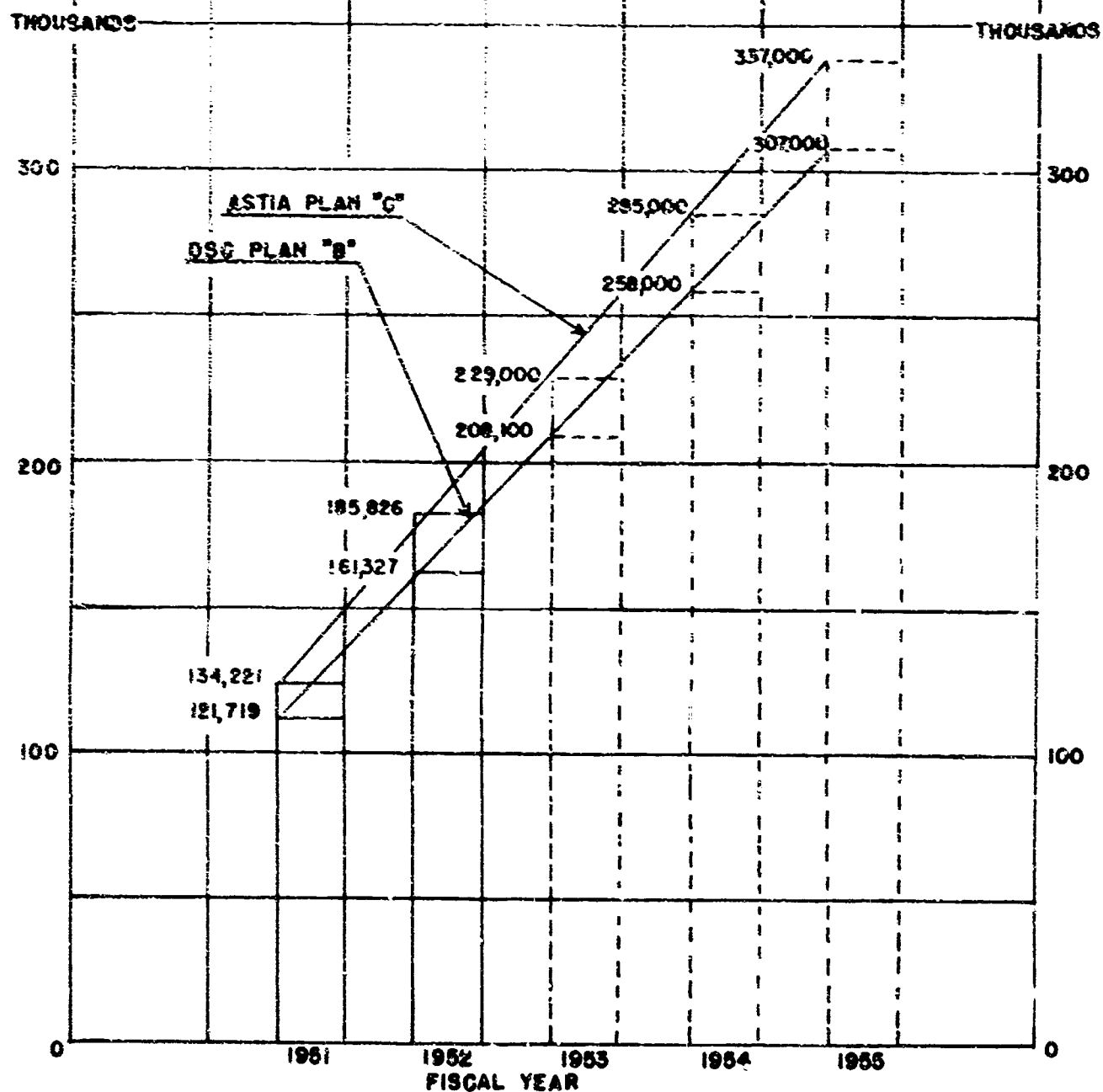
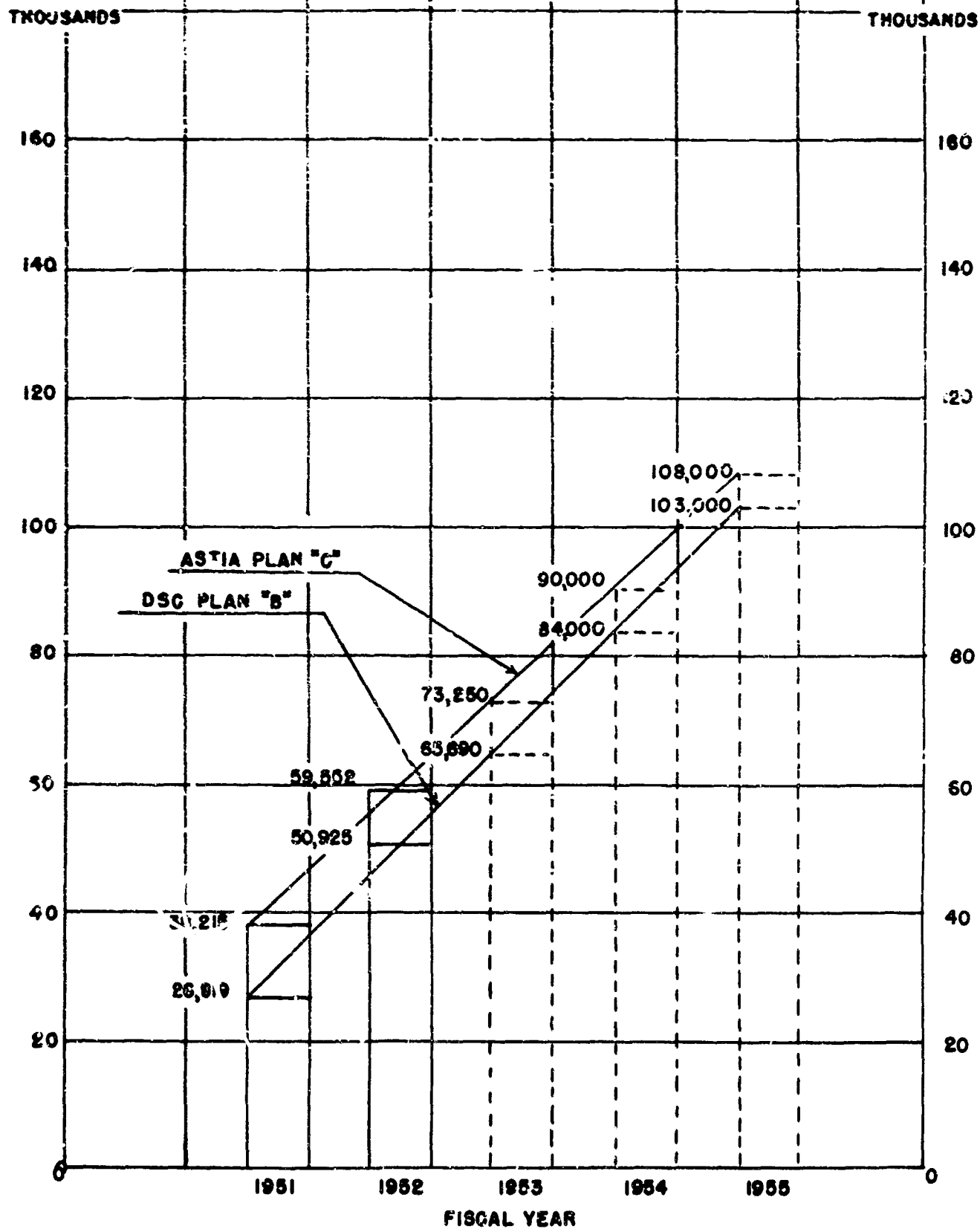


CHART II
DESCRIPTIVE CATALOGING-TITLES



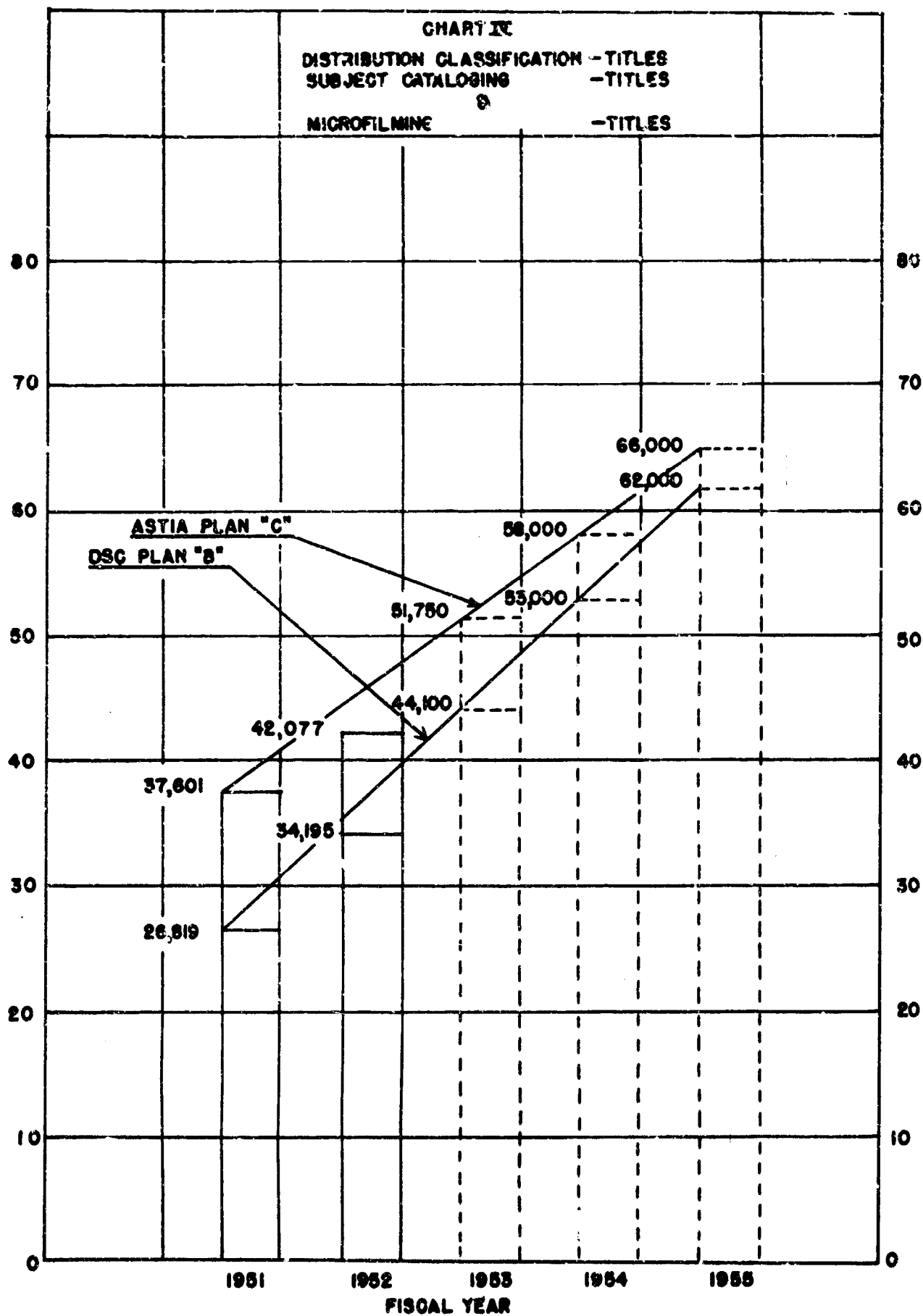


CHART V
ABSTRACTING - TITLES

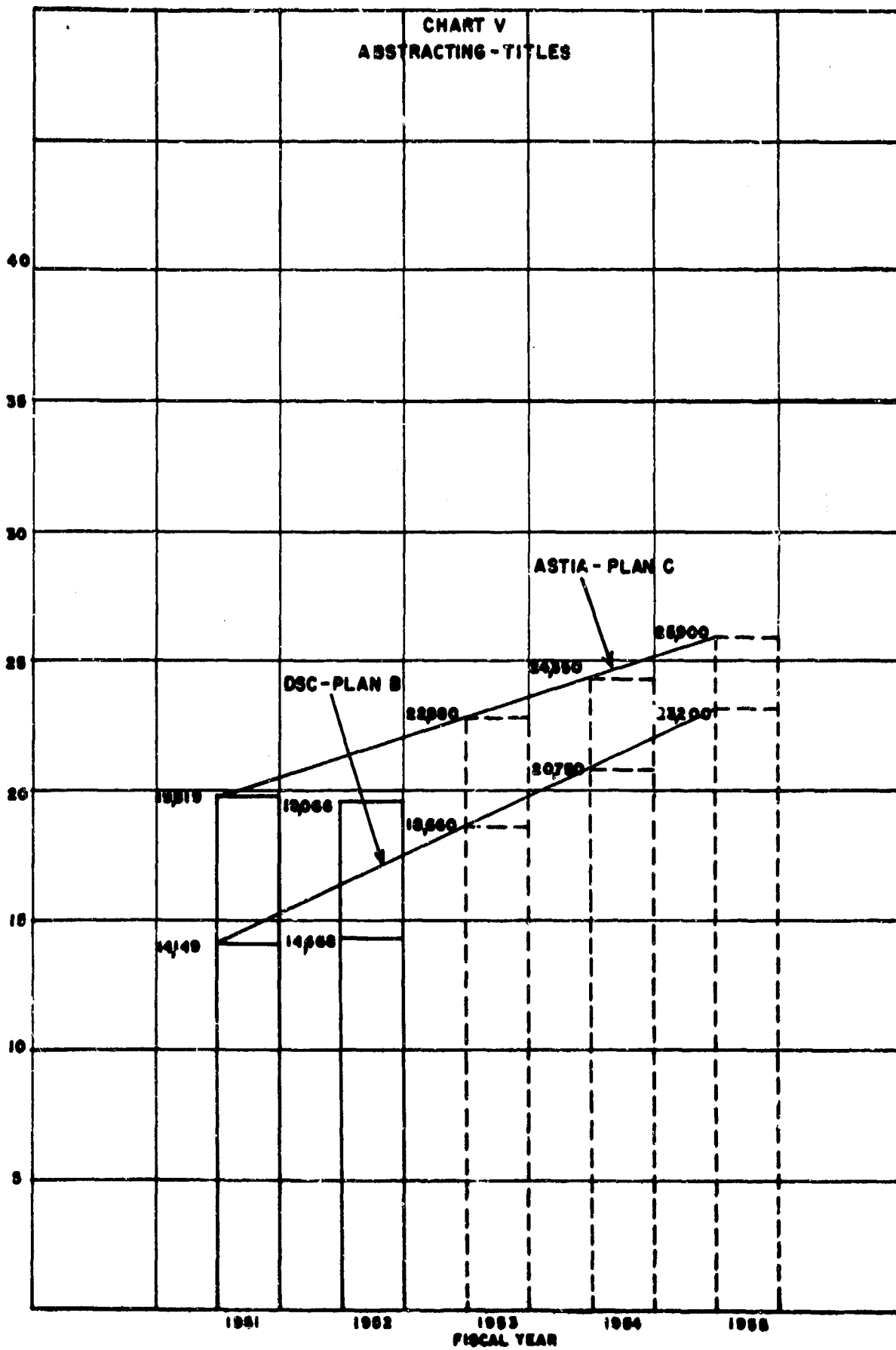


CHART VI
MICROCARDS-TITLES

THOUSANDS

THOUSANDS

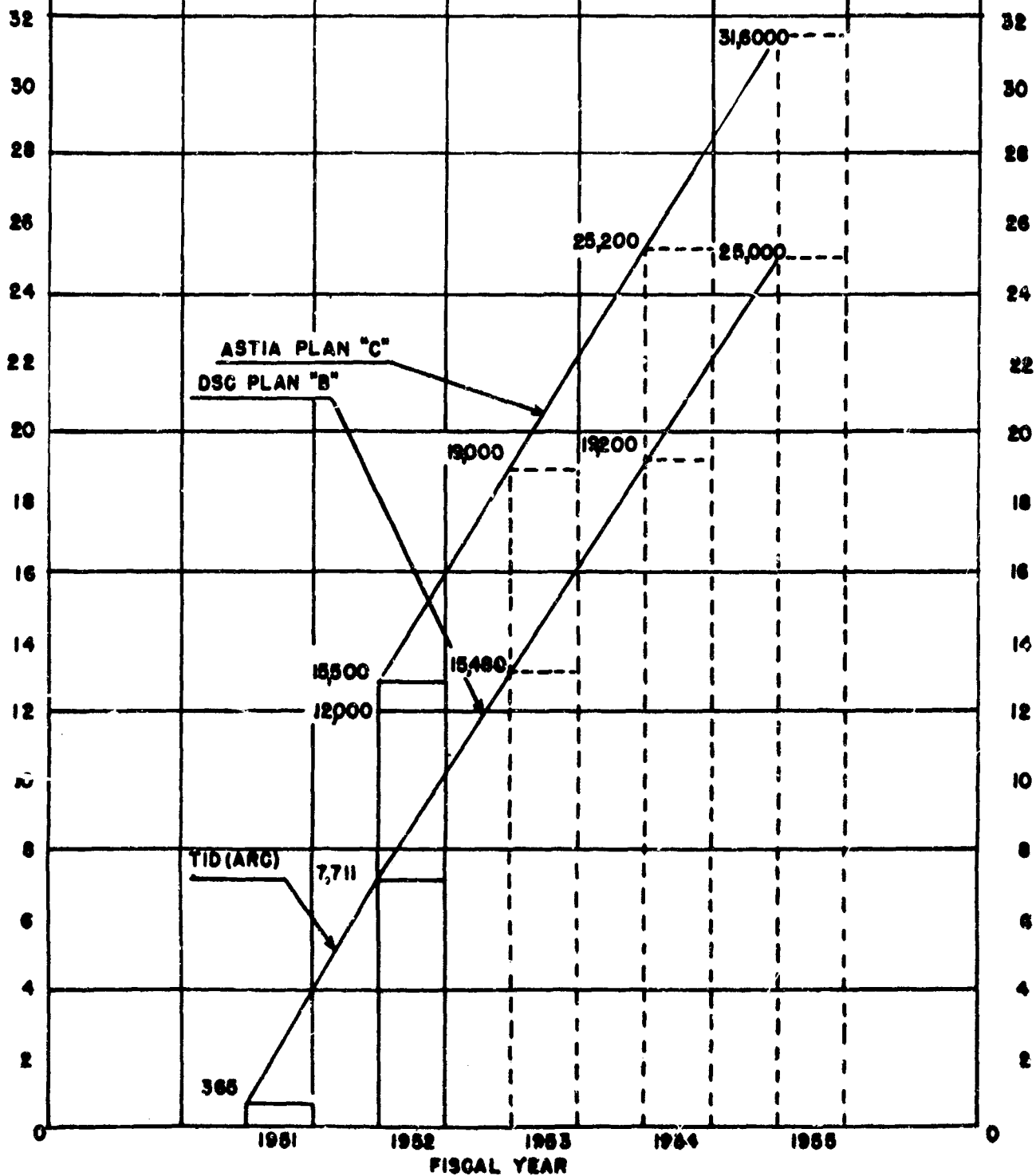


CHART VII
REQUEST PROCESSING-REQUESTS

THOUSANDS

THOUSANDS

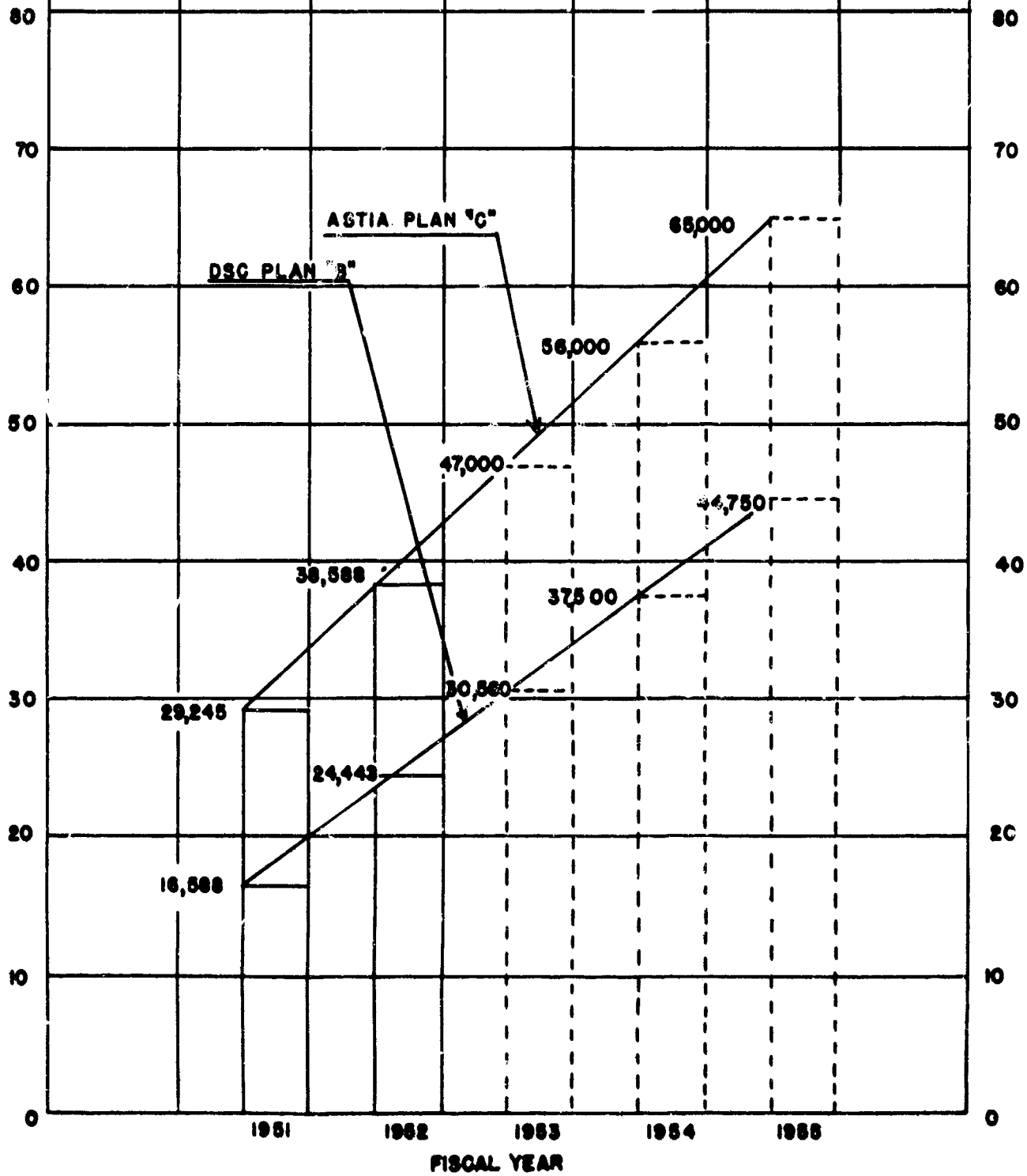


CHART VIII
DOCUMENT SUPPLY - DOCUMENTS

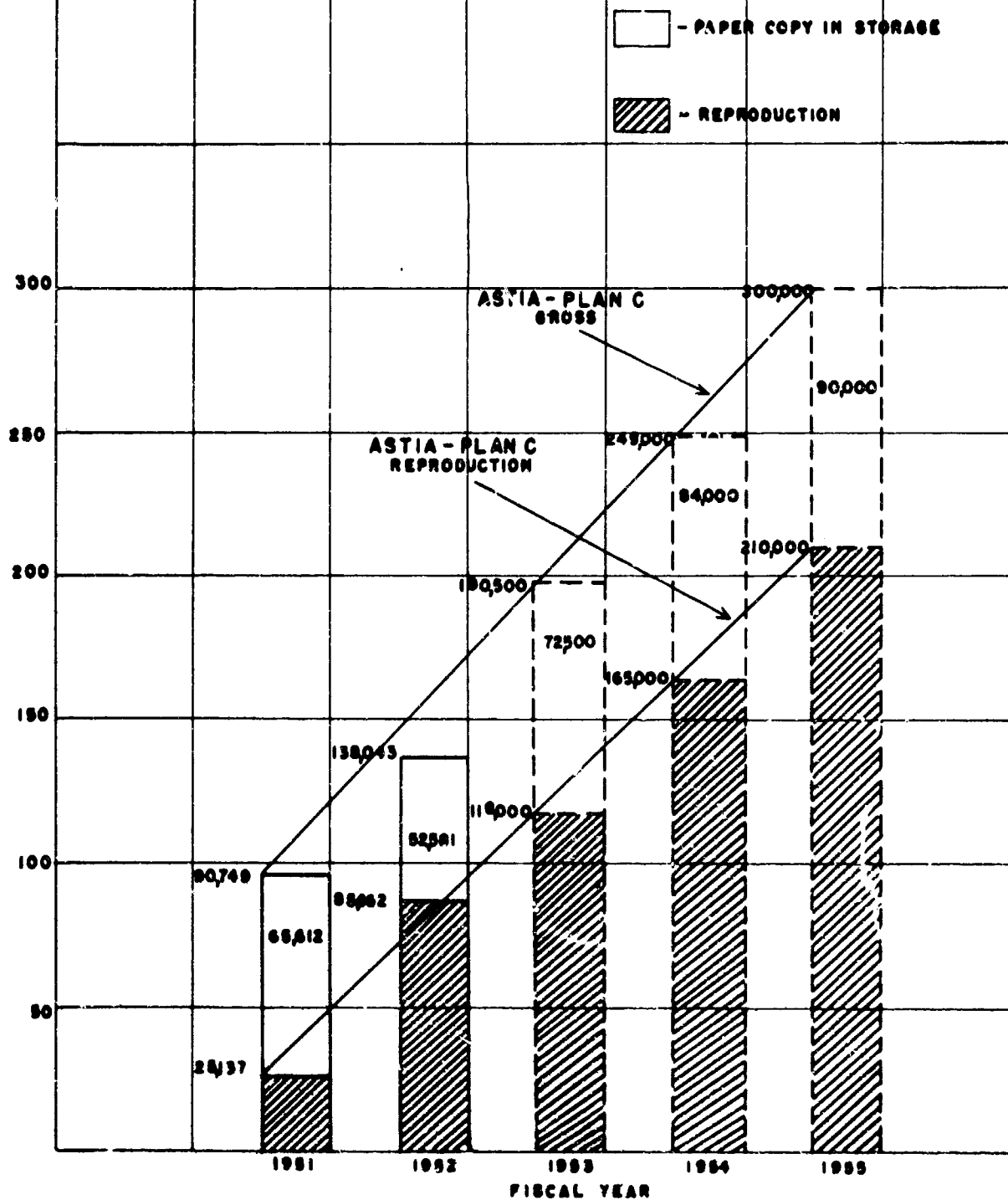
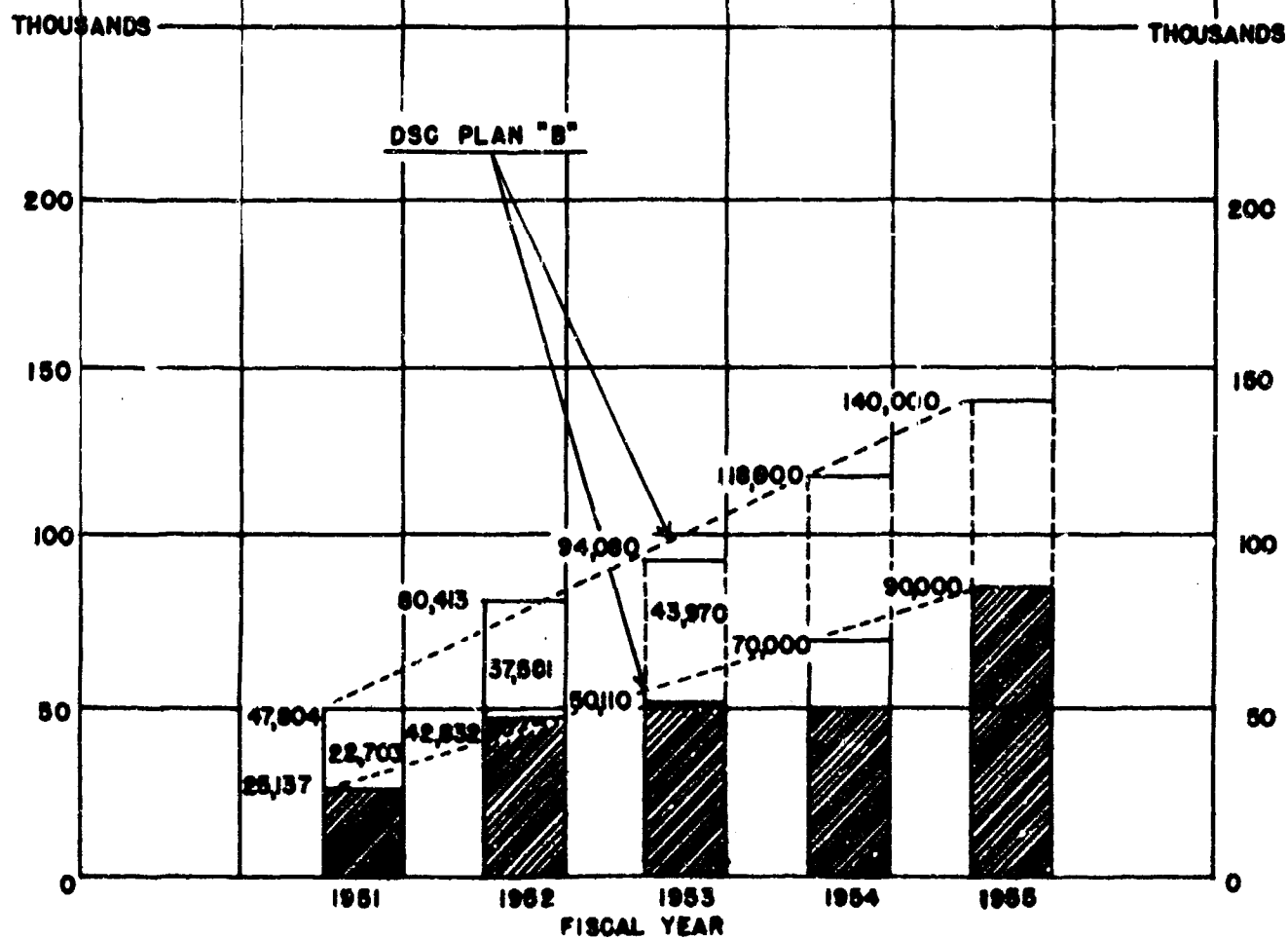


CHART VIII-A
DOCUMENT SUPPLY-DOCUMENTS

PAPER COPY IN STORAGE
REPRODUCTION



**CHART IX
DEMAND BIBLIOGRAPHY**

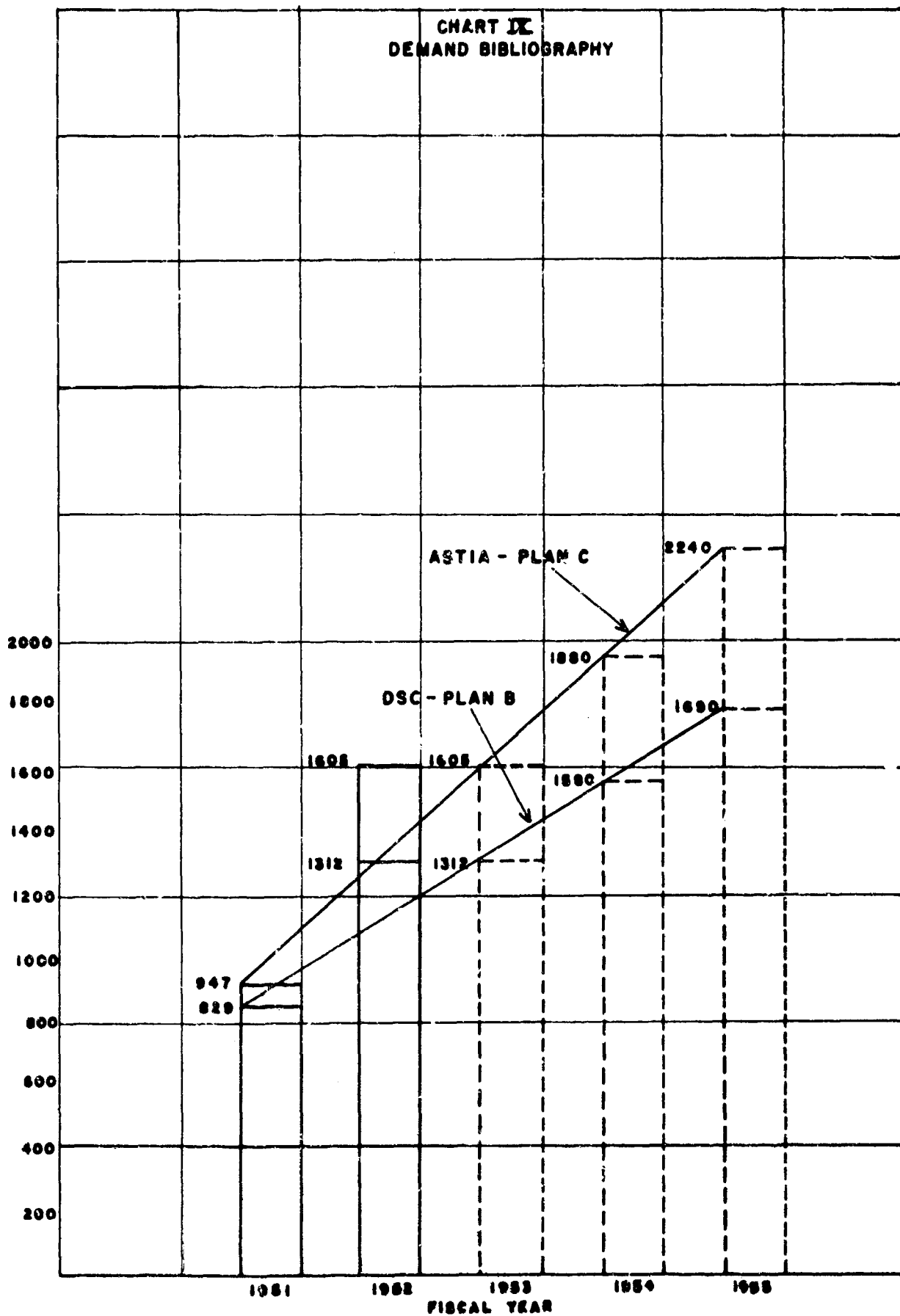
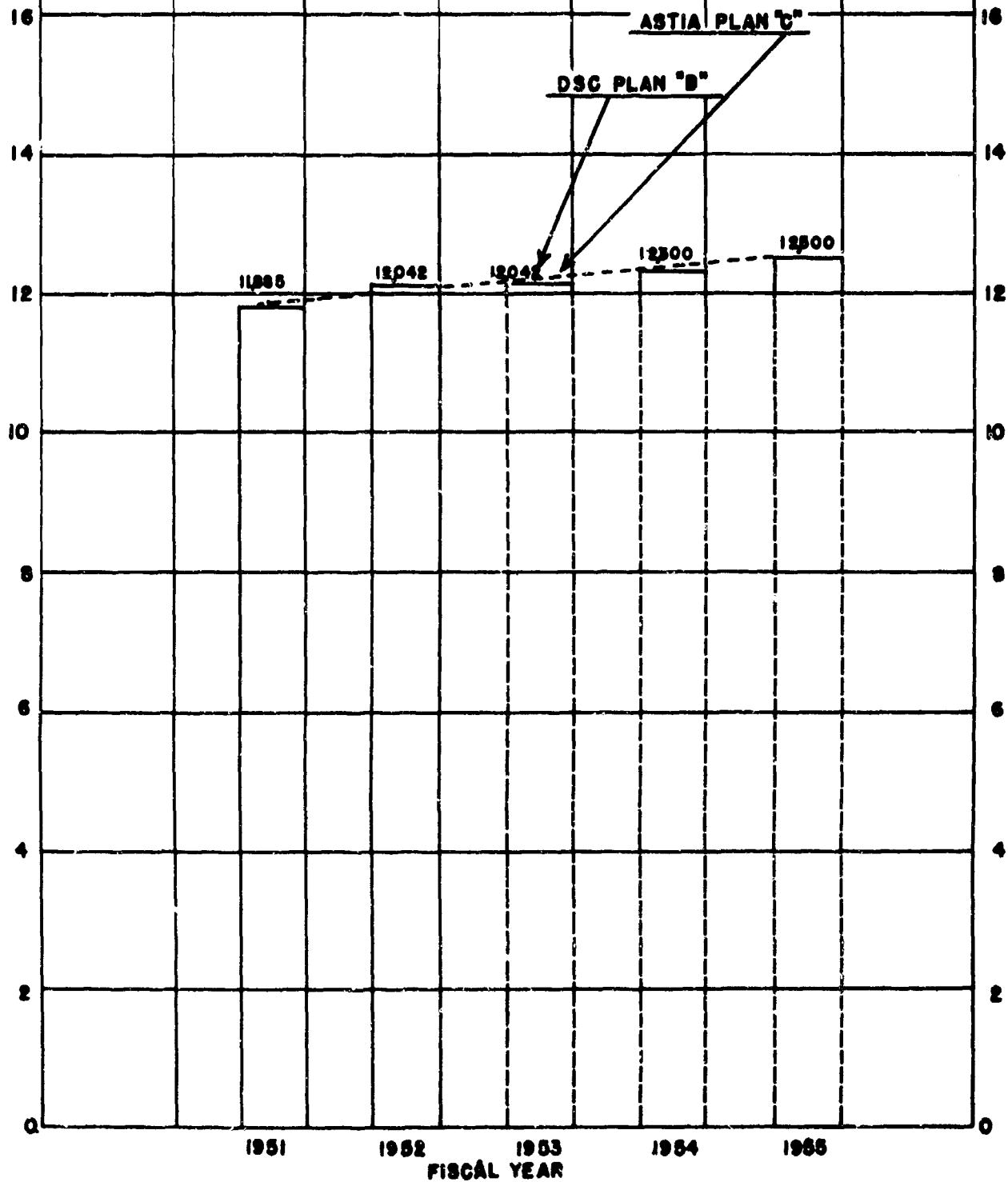


CHART 2
LOCAL LIBRARY SERVICE-
REFERENCE QUERIES

THOUSANDS

THOUSANDS



SECTION II
PERSONNEL REQUIREMENTS FOR DSC

An exhaustive study was made of manpower requirements for the Document Service Center. Details of this study are included in Section IV of this report. The method used was to define carefully each area of activity of the Center in terms of the end product. Based on 1952 statistics, the workload of each activity was determined; the productivity rates of personnel established; and the productive man-years required to accomplish this workload computed. The resultant man-years were adjusted according to the Air Force standards for leave, etc. The actual man-years required were used in computing personnel services financial requirements under Plans "A", "B", and "C".

Table IV shows a comparison of personnel requirements for each activity at DSC under Plans "A", "B", and "C". It is here that the effects of procedural changes in Plan "B" over Plan "A" can readily be seen, as well as the effects of the large amount of workload absorption by DSC as a result of integration with TID. Minute changes in man-year requirements result from spreading of supervisory personnel charges from one plan to the next. In the following paragraphs, significant changes in requirements are explained.

Receiving (of documents). Increase in Plan "C" over Plan "B" is caused by DSC becoming the receiving point for documents formerly sent to TID.

Descriptive Cataloging. Reduction of Plan "B" over Plan "A" is result of decision to reduce activity in foreign language documents. Increase in Plan "C" over Plan "B" caused by receipt of new titles formerly cataloged descriptively by TID.

Distribution Classifying. Increase in Plan "C" over Plan "B" due to handling of former TID documents.

Subject Cataloging. Elimination in Plan "C" due to transfer of function to TID.

Abstracting. Transfer of function to TID.

Catalog Card Preparation. Plan "B" is less than Plan "A" because of anticipated lower required number of cards with advent of Title Announcement Bulletin (TAB). Reduction in Plan "C" over Plan "B" because TID is to prepare reproducible copy for the catalog cards.

Catalog Card Distribution. Plan "B" less than Plan "A" due to TAB. Plan "C" greater than Plan "B" because of DSC's responsibility for service to former TID customers.

British Accession List. Eliminated in Plans "B" and "C". Information to be included in TAB.

Translation List. Eliminated in Plans "B" and "C".

Request Processing. Reduction in Plan "B" over Plan "A" due to streamlining of procedures. Increase in Plan "C" over Plan "B" due to transfer of entire TID load to DSC.

Document Storage. Under Plan "B", the library loan function to be transferred to this group. Personnel shift is reflected here over Plan "A". Increase in Plan "C" over Plan "B" is result of transfer of TID documents and all new receipts by DSC under integration.

Document Reproduction. Plan "B" less than Plan "A" due to decision to request return of facsimile copies. Estimated reduction in requirements based on 20% success in returns. May be modified with experience. Increase in Plan "C" over "B" based on absorption of TID customers.

Acquisitions. Reduction in requirements of Plan "B" over Plan "A" based on decision to acquire documents not in ASTIA collection only after customer has stated that service is essential. Plan "C" reduced over Plan "B" because of transfer of function to TID except for special acquisition from Wright-Patterson Air Force Base.

Demand Bibliography. Reduction in Plan "B" over Plan "A" due to streamlining of procedures. Increase in Plan "C" over Plan "B" due to extension of service to TID customers.

Local Library Service. Decrease in Plan "B" over Plan "A" due to shift of loan personnel to Document Storage group. Increase in Plan "C" over Plan "B" due to extension of visitor reference service to TID customers.

Technical Data Digest. Eliminated in Plans "B" and "C".

Microfilming. Increase in Plan "C" over Plan "B" due to receipt of documents formerly sent to TID.

TAB. An important new documents availability announcement service.

Microcards. Another important new DSC service borrowed from TID practice because of increasing customer demand. This service is expected to decrease requirements for facsimile copies of reports although effects cannot be predicted at this time.

TABLE IV
COMPARATIVE STATEMENT OF PERSONNEL REQUIREMENTS
PLANS "A," "B," & "C"
BASED ON FY 1952

| | Plan "A" | Plan "B" | Difference "B" over "A" | Plan "C" | Difference "C" over "B" |
|----------------------------------------|---------------|---------------|----------------------------|---------------|----------------------------|
| Direct Man Years | | | | | |
| Receiving | 5.33 | 5.36 | + .03 | 6.03 | + .67 |
| Duplicate Check | | 4.98 | + 4.98 | 5.73 | + .75 |
| Doc. Storage Maintenance | | 9.25 | + 9.25 | 11.27 | + 2.02 |
| Descriptive Cataloging | 25.32 | 16.75 | - 6.57 | 19.26 | + 2.51 |
| Distribution Classification | 5.64 | 5.78 | + .14 | 7.47 | + 1.69 |
| Subject Cataloging | 5.15 | 5.06 | - .09 | | - 5.06 |
| Abstracting | 3.05 | 3.57 | + .52 | | - 3.57 |
| Microfilming | 22.99* | 22.99 | | 27.50 | + 4.51 |
| Catalog Card Preparation | 26.53 | 24.65 | - 1.88 | 18.84 | - 5.81 |
| Catalog Card Distribution | 8.07 | 4.05 | - 2.02 | 5.73 | + 1.68 |
| British Accession List | .61 | | - .61 | | |
| Reclassification Bulletin Preparation | .17 | .15 | - .02 | .17 | + .02 |
| Reclassification Bulletin Distribution | .63 | .63 | | .38 | - .25 |
| Translation List | 1.64 | | - 1.64 | | |
| TAB Preparation | | 12.73 | +12.73 | 16.94 | + 4.21 |
| TAB Distribution | | 4.22 | + 4.22 | 4.59 | + .37 |
| Microcards | | 10.63 | +10.63 | 13.26 | + 2.58 |
| Request Processing | 33.91 | 24.64 | - 9.27 | 38.50 | +13.86 |
| Doc. Storage Supply | 9.59 | 8.75 | - .84 | 10.04 | + 1.29 |
| Doc. Reproduction | 12.93* | 11.97 | - .96 | 19.57 | + 7.60 |
| Doc. Acquisition | 4.56 | 2.97 | - 1.59 | 2.26 | - .71 |
| Demand Bibliography | 16.77 | 11.19 | + .42 | 12.91 | + 1.72 |
| Local Library | 13.53 | 6.00 | - 7.53 | 7.19 | + 1.19 |
| Technical Data Digest | 5.00 | | - 5.00 | | |
| Total Direct Man Years | 191.42 | 196.37 | | 227.64 | |
| Indirect Man Years | 5.87 | 4.65 | - 1.32 | 4.75 | + .10 |
| Administrative Personnel | 26 | 26 | | 26 | |
| Total Man Years | 223.39 | 227.02 | + 3.63 | 268.32 | +31.37 |

* In Exhibit "A," Plan "A" Microfilming 22.99 man years was charged against Document Reproduction for a total of 35.92 man years. It is broken down on this table to permit comparison of requirements.

SECTION III FINANCIAL REQUIREMENTS

In this Section, financial requirements for operation of the Document Service Center are presented in the form of a detailed cost analysis based on 1952 workload. For each of Plans "A," "B," and "C" there is a principal exhibit (Exhibit "A") showing financial and personnel requirements for each end item as contributed by the main organizational divisions of DSC. Added to this are other costs such as supplies and maintenance. Direct costs are derived first, to which are added administrative and overhead costs. Unit costs are based on direct costs for purposes of application to workload trends.

Supporting Exhibit "A" are a number of schedules showing details of personnel requirements and spread of allowable costs to the various end items.

The following are pertinent explanatory notes in connection with Exhibit "A" and supporting schedules:

- a. Basic man-days were determined by workload for each operating section and were converted to man-years on the basis of 216 work days (days on the job) per man-year. (See Section IV.)
- b. Dollar requirements (Schedule I) are based on the third salary step of each grade for all employees.
- c. Administrative costs include salaries of all personnel other than those directly chargeable to specific end items. They also include all travel and the cost of 15 guards.
- d. Basic man-year requirements are rounded out to full positions required with corresponding dollar requirements added to the total.
- e. Overtime costs are estimated at one percent of total salaries.
- f. Supply requirements for all these plans are worked out in detail in Schedule III in Plan "C." Supplies for Plan "A" are computed at 68% of Plan "C," and for Plan "B," 63% of Plan "C."
- g. Machine maintenance and rental are service contract obligations.

**Document Service Center
Summary of Costs and Man Years, Plan "A"
In Whole Dollars and Man Years**

Exhibit A

| | | | Subject Analysis | | | | Catalog Card Service | |
|---------------------------------------------|-----------|-----------|----------------------|--------------------|-------------------------|-------------|----------------------|----------------|
| | Total | Receiving | Descript. Cataloging | Subject Cataloging | Distribution Classific. | Abstracting | Catalog Cards | Card Distribu. |
| Direct Operating Costs: | | | | | | | | |
| Personal Services | | | | | | | | |
| Document Processing | 158,857 | 18,650 | 87,956 | 25,714 | 26,537 | | | |
| Man Years | 39.44 | 5.33 | 23.32 | 5.64 | 5.15 | | | |
| Request Services | 184,125 | | | | | | | |
| Man Years | 47.01 | | | | | | | |
| Library | 78,900 | | | | | | | |
| Man Years | 23.00 | | | | | | | |
| Editorial & Copy Preparation | 89,025 | | | | | 13,500 | 46,023 | 1,683 |
| Man Years | 24.17 | | | | | 3.05 | 13.94 | .51 |
| Reproduction | 175,533 | | | | | | 46,883 | 819 |
| Man Years | 48.96 | | | | | | 12.59 | .22 |
| Shipping | 29,551 | | | | | | | 17,823 |
| Man Years | 8.21 | | | | | | | 5.34 |
| Total Personal Services | 716,291 | 18,650 | 87,956 | 25,714 | 26,537 | 13,500 | 92,906 | 20,325 |
| Total Direct Man Years | 191.42 | 5.33 | 23.32 | 5.64 | 5.15 | 3.05 | 26.53 | 6.07 |
| Overtime, Lump Sum Leave, FICA | 16,753 | 438 | 2,057 | 601 | 622 | 316 | 2,161 | 494 |
| Operating Supplies | 137,734 | 300 | 1,419 | 415 | 428 | 217 | 17,706 | 452 |
| Maintenance & Machine Rental | 4,748 | 132 | 579 | 140 | 128 | 76 | 659 | 151 |
| Printing | 22,000 | | | | | | | |
| Total Direct Costs | 897,526 | 19,520 | 92,011 | 26,870 | 27,715 | 14,109 | 113,432 | 21,422 |
| Administrative & Overhead Costs: | | | | | | | | |
| Personal Services | 138,096 | 3,590 | 16,958 | 4,958 | 5,110 | 2,596 | 17,911 | 3,922 |
| Man Years | 31.96 | .83 | 3.92 | 1.15 | 1.20 | .80 | 4.15 | .91 |
| Overtime, Lump Sum Leave, FICA | 3,190 | 83 | 392 | 115 | 1.8 | 80 | 416 | 90 |
| Travel & Guard Service | 53,100 | 1,386 | 6,515 | 1,907 | 1,970 | 1,004 | 6,918 | 1,502 |
| Total Administrative & Overhead Costs | 194,386 | 5,059 | 23,865 | 6,980 | 7,198 | 3,680 | 25,245 | 5,514 |
| Total Costs | 1,091,912 | 24,579 | 115,876 | 33,850 | 34,913 | 17,789 | 138,677 | 26,936 |
| Total Man Years | 223.38 | 6.16 | 27.24 | 6.79 | 6.35 | 3.65 | 30.68 | 6.98 |
| Positions Required | 237 | 7 | 29 | 8 | 7 | 4 | 32 | 7 |
| Additional Dollar Requirements | 63,113 | 3,350 | 7,486 | 6,032 | 3,572 | 1,702 | 5,963 | 75 |
| Total Dollar Requirements | 1,155,055 | 27,929 | 123,362 | 39,882 | 38,485 | 19,491 | 144,640 | 27,011 |
| Unit Costs, Direct Costs Only: | | | | | | | | |
| Units Produced | | 221,480 | 50,925 | 34,195 | 34,195 | 14,468 | 2,508,210 | 4,178,629 |
| | | Documents | Titles | Titles | Titles | Titles | Cards | Cards |
| Unit Costs | | .088 | 1.807 | .786 | .210 | .975 | | .005 |
| | | | | | | 7,008,240 | 4,658,720 | ATI at .01 |
| | | | | | | | 2,369,520 | UTI at .01 |
| | | | | | | | 1,500,000 | IB at .02 |

| eng | Catalog Card Service | | British Acc. List | Reclass. Bulletin | Transla. List | Request Process. | Document Supply Service | | | Demand Bib. | Local Lib. Service | Tech. Data Digest |
|-------|-------------------------------------------|---------------------------------------|--------------------------------|------------------------------------------|---------------------------------------------|-------------------------------------------|----------------------------------------|---------------------------------------------|--------------------------------------|-----------------------------------------|-----------------------------------------|---------------------------------------------------------|
| | Catalog Cards | Card Distribu. | | | | | Storage | Reproduction | Acquisition | | | |
| | | | | | | 108,449 25.7 26,593 7.94 | 29,303 8.35 | | 15,470 4.56 | 31,003 8.13 4,863 1.43 | 47,133 13.53 | 20,907 5.00 |
| | 46,023 13,94 46,883 12.59 | 1,683 .51 819 17,823 3.54 | 1,404 .41 | 202 .06 412 .11 2,136 .63 | 5,306 1.20 1,464 .37 232 .07 | | | 121,290 34.51 4,710 1.41 | | 4,665 1.16 156 .05 | | |
| | 92,906 26.53 2,161 17,706 659 | 20,325 6.07 494 452 151 | 2,046 .61 48 34 15 | 2,750 .80 87 63 27 | 7,002 1.64 141 113 34 | 135,242 33.91 3,166 3,910 840 | 34,466 9.59 797 785 243 | 126,000 35.92 2,938 109,889 888 | 15,470 4.56 385 250 121 | 40,687 10.77 933 656 263 | 47,133 13.53 1,079 760 328 | 20,907 5.00 490 337 124 22,000 43,858 |
| | 113,432 | 21,422 | 2,143 | 2,927 | 7,290 | 143,158 | 35,291 | 239,715 | 16,226 | 42,539 | 49,300 | |
| | 17,911 4.15 416 6,018 25,245 | 3,322 .91 90 1,502 5,514 | 400 .09 9 134 563 | 525 .12 16 276 817 | 1,353 .31 27 146 1,826 | 26,073 6.03 603 10,036 36,712 | 6,449 1.49 152 2,527 9,128 | 24,305 5.62 560 9,310 34,175 | 2,983 .69 75 1,221 4,277 | 7,844 1.82 178 2,957 10,979 | 9,087 2.10 205 3,420 12,712 | 4,032 .93 93 1,551 5,876 |
| | 155,677 30.68 | 26,936 6.98 | 2,706 .70 | 3,744 .92 | 9,116 1.95 | 179,870 39.94 | 44,419 11.08 | 273,890 41.54 | 20,503 5.25 | 53,518 12.59 | 62,012 15.63 | 49,534 5.93 |
| | 32 5,963 114,640 | 7 75 27,011 | 1 1,150 3,356 | 1 325 4,069 | 2 234 9,350 | 42 9,263 189,133 | 12 3,687 48,106 | 43 9,624 283,514 | 6 2,924 23,427 | 13 1,739 55,257 | 17 5,432 67,444 | 6 585 50,119 |
| | 8,508,240 Cards | 4,176,629 Cards | 2,600 Copies | 12,000 Copies | 500 Copies | 24,448 Requests | 37,581 Documents | 42,832 Documents | 9,313 Documents | 1,312 Bibliographies | - | 59,425* Copies |
| | | .003 | .024 | .244 | 14.580 | 5.856 | .939 | 5.597 | 1,742 | 32.423 | | .738 |
| 2,240 | 4,638,720 | AT at .010 | | | | | | | | | | |
| | 2,369,520 | AT at .014 | | | | | | | | | | |
| | 1,500,000 | 12 at .023 | | | | | | | | | | |

*Excludes 2 indexes totaling 9,200 copies.

Personal Services Requirements by Operating Functions

Schedule I

Plan "A"

| <u>Function</u> | <u>Direct</u> | | <u>Indirect</u> | | <u>Total*</u> | |
|--------------------------------------------------|---------------|------------------|-----------------|-----------------|---------------|------------------|
| | <u>M.Y.</u> | <u>Cost</u> | <u>M.Y.</u> | <u>Cost</u> | <u>M.Y.</u> | <u>Cost</u> |
| A. Document Processing | | | | | | |
| 1. Document Receiving | 4.97 | 16,735 | .36 | 1,915 | 5.33 | 18,650 |
| 2. Dup. Check & Descrip. Cat. | 17.67 | 61,998 | 1.20 | 6,886 | 18.86 | 68,884 |
| 4. Foreign Language Abstract | 1.62 | 7,852 | .11 | 590 | 1.73 | 8,442 |
| 5. Distribution Classification | 10.06 | 48,357 | .73 | 3,894 | 10.79 | 52,251 |
| 6. Security Check | 2.45 | 9,663 | .18 | 967 | 2.63 | 10,630 |
| C. Request Services | | | | | | |
| 1. Document Request | 21.16 | 88,490 | 1.99 | 10,324 | 23.15 | 98,814 |
| 2. Distribution Records | 2.58 | 8,590 | .24 | 1,245 | 2.82 | 9,835 |
| 3. Document Supply | 7.64 | 25,617 | .71 | 3,686 | 8.35 | 29,303 |
| 4. Demand Bibliographies | 7.57 | 28,011 | .56 | 2,992 | 8.13 | 31,003 |
| 5. Document Acquisition | 4.17 | 13,454 | .39 | 2,016 | 4.56 | 15,470 |
| D. Library | | | | | | |
| 1. Catalog Card File Maintenance | 9.20 | 29,989 | .67 | 3,578 | 9.87 | 33,567 |
| 2. Archives | 7.78 | 25,290 | .56 | 2,992 | 8.34 | 28,182 |
| 3. Reference Service | 4.47 | 15,441 | .32 | 1,710 | 4.79 | 17,151 |
| E. Editorial & Copy Preparation | | | | | | |
| 1. Editorial | 5.54 | 25,274 | .51 | 2,815 | 6.05 | 28,089 |
| 2. Typing | 12.29 | 38,961 | 1.10 | 5,968 | 13.39 | 44,929 |
| 3. Proofreading | 2.07 | 7,002 | .18 | 985 | 2.25 | 7,987 |
| 4. Illustration & Layout | 3.83 | 12,165 | .34 | 1,878 | 4.17 | 14,043 |
| F. Reproduction | | | | | | |
| 1. Photocopy | .82 | 3,437 | .15 | 688 | .97 | 4,125 |
| 2. Platemaking | 3.15 | 12,108 | .28 | 1,358 | 3.43 | 13,466 |
| 3. Photoduplicating | 1.36 | 4,136 | .19 | 893 | 1.55 | 6,029 |
| 4. Offset Duplicating | 1.78 | 6,688 | .16 | 772 | 1.94 | 7,460 |
| 5. Bindery (Collating) | 1.03 | 3,525 | .09 | 434 | 1.12 | 3,959 |
| 6. Bindery (Cutting) | 4.00 | 14,201 | .36 | 1,749 | 4.36 | 15,950 |
| 7. Bindery (Drilling) | .15 | 531 | .02 | 93 | .17 | 629 |
| 8. Bindery (Banding) | .52 | 1,846 | .04 | 196 | .56 | 2,042 |
| 9. Bindery (Stitching) | .43 | 1,523 | .03 | 142 | .46 | 1,665 |
| 10. Stock Handling | 1.08 | 3,688 | .10 | 488 | 1.18 | 4,176 |
| 11. Control | 5.04 | 16,846 | .46 | 2,237 | 5.50 | 19,083 |
| 12. Microfilming | 10.23 | 33,291 | 2.01 | 9,287 | 12.24 | 42,578 |
| 13. Film Processing | 2.98 | 9,734 | .59 | 2,727 | 3.57 | 12,461 |
| 14. Microfilm Archives | 8.12 | 25,848 | 1.60 | 7,407 | 9.72 | 33,255 |
| 15. Process Airgraph | 3.23 | 11,533 | .63 | 3,913 | 3.86 | 15,446 |
| 16. Photo Prints | .81 | 2,710 | .16 | 741 | .97 | 3,451 |
| G. Shipping | | | | | | |
| 1. Addressograph | 4.56 | 14,363 | .41 | 2,108 | 4.97 | 16,471 |
| 2. ATI Cards | 2.17 | 6,937 | .20 | 1,041 | 2.37 | 7,978 |
| 3. Request Documents | 1.97 | 6,286 | .18 | 930 | 2.15 | 7,216 |
| 5. Reclassification Bulletin | .55 | 1,754 | .06 | 316 | .61 | 2,070 |
| 6. Demand Bibliography | .05 | 156 | - | - | .05 | 156 |
| 7. ASTIA Publications | .06 | 187 | - | - | .06 | 187 |
| 8. Form Letters | .23 | 931 | .04 | 204 | .27 | 1,135 |
| Total Direct Man Years & Salaries | 179.19 | 645,048 | 18.60 | 92,170 | 197.79 | 737,218 |
| Less Preparation of Manuals and Brochures | 4.62 | 16,195 | 1.35 | 4,732 | 5.97 | 20,927 |
| | 174.57 | \$628,853 | 16.65 | \$87,438 | 191.42 | \$718,291 |

*Note: Total salaries in each work function reflect the third step of each grade. The total salaries divided by the total number of employees equals average salary used in determining total costs for each function.

PLAN "A"

SCHEDULE II

Allocable Costs Other Than Direct Personal Services

| | | | |
|---------------------------------------------------------|--------------|------------------|--------------|
| Direct Personal Services Overtime, Lump Sum Leave, FICA | | | \$ 16 |
| Administrative Salaries | Man Years | Salaries | |
| Administrative Personnel | 26 | \$117,169 (4) | |
| Administrative Support | 5.97 | 20,927 (5) | |
| | <u>31.97</u> | <u>\$138,096</u> | |
| Administrative Overtime, Lump Sum Leave, FICA | | 3,190 (6)(7)(8) | |
| Total Administrative Personnel Costs | | | 14 |
| Guard Service | | | 4 |
| Temporary Duty Travel | | | 9 |
| Machine Maintenance & Rental | | | 1 |
| Total Except Supplies | | | <u>21</u> |
| Supplies | | | 157 |
| Total Allocable Costs | | | <u>\$352</u> |

- (1) Overtime represents 1% of Direct Personal Services Costs
- (2) Terminal Leave represents 86% of total estimated payments
- (3) Social Security Taxes represents 86% of total estimated payments
- (4) Based on third step each employee
- (5) Includes distribution of 5.97 man years for manuals and brochures
- (6) Administrative Overtime represents 1% of salaries
- (7) Terminal Leave represents 14% of total estimated payments
- (8) Social Security Taxes represents 14% of total estimated payments
- (9) Fifteen guards at average salary of \$2900
- (10) Estimated
- (11) Distribution of Supplies shown on Schedule III

Distribution of Allocable Costs, Except Supplies, to Primary Activities
 (Based on Direct Personal Services Costs)

| Activity | Direct Salaries | Percent | Direct Over-time, Terminal Leave, FICA | Administrative Salaries | Admin. Over-time, Terminal Leave, FICA |
|-----------------------------|------------------|---------------|----------------------------------------|-------------------------|----------------------------------------|
| Receiving | 18,650 | 2.60 | 437 | 3,590 | 83 |
| Descriptive Cataloging | 87,956 | 12.28 | 2,059 | 16,958 | 392 |
| Subject Cataloging | 25,714 | 3.59 | 601 | 4,958 | 115 |
| Distribution Classification | 26,537 | 3.70 | 622 | 5,110 | 118 |
| Abstracting | 13,500 | 1.88 | 317 | 2,596 | 60 |
| Catalog Card Preparation | 92,906 | 12.97 | 2,178 | 17,911 | 416 |
| Catalog Card Distribution | 20,325 | 2.84 | 476 | 3,922 | 90 |
| British Accession List | 2,046 | .29 | 49 | 400 | 9 |
| Reclassification Bulletin | 2,750 | .38 | 87 | 525 | 16 |
| Translation List | 7,002 | .98 | 141 | 1,353 | 27 |
| Request Processing | 135,242 | 18.88 | 3,166 | 26,073 | 603 |
| Storage | 33,466 | 4.67 | 797 | 6,449 | 152 |
| Reproduction | 126,000 | 17.60 | 2,937 | 24,305 | 560 |
| Acquisition | 15,470 | 2.16 | 385 | 2,983 | 73 |
| Demand Bibliography | 40,687 | 5.68 | 933 | 7,844 | 178 |
| Local Library | 47,133 | 6.58 | 1,079 | 9,087 | 205 |
| Technical Data Digest | 20,907 | 2.92 | 489 | 4,032 | 93 |
| | <u>\$716,291</u> | <u>100.00</u> | <u>\$16,753</u> | <u>\$138,096</u> | <u>\$3,190</u> |

ces

| | | | |
|--------------|------------------|--|---------------------|
| ave, FICA | | | \$ 16,753 (1)(2)(3) |
| Man Years | Salaries | | |
| 26 | \$117,169 (4) | | |
| 5.97 | 20,927 (5) | | |
| <u>31.97</u> | <u>\$138,096</u> | | |
| | 3,190 (6)(7)(8) | | |

| |
|------------------|
| 141,286 |
| 43,500 (9) |
| 9,600 (10) |
| 4,748 (10) |
| <u>215,887</u> |
| 137,734 (11) |
| <u>\$353,621</u> |

Services Costs
Estimated payments
Total estimated payments
for manuals and brochures
Salaries
Estimated payments
Total estimated payments

e III

es, to Primary Activities
(costs)

| Percent | Direct Over- time, Terminal Leave, FICA | Administrative Salaries | Admin. Over- time, Terminal Leave, FICA | Travel & Guard Service | Machine Maintenance & Rental | Administrative Man Years |
|---------|-----------------------------------------------|----------------------------|-----------------------------------------------|---------------------------|------------------------------------|-----------------------------|
| 2.60 | 437 | 3,590 | 83 | 1,381 | 132 | .83 |
| 12.28 | 2,059 | 16,958 | 392 | 6,521 | 579 | 3.92 |
| 3.59 | 601 | 4,958 | 115 | 1,906 | 140 | 1.15 |
| 3.70 | 622 | 5,110 | 118 | 1,965 | 128 | 1.20 |
| 1.88 | 317 | 2,596 | 60 | 998 | 76 | .60 |
| 12.97 | 2,178 | 17,911 | 416 | 6,887 | 659 | 4.15 |
| 2.84 | 476 | 3,922 | 90 | 1,508 | 151 | .91 |
| .29 | 49 | 400 | 9 | 154 | 15 | .09 |
| .38 | 87 | 525 | 16 | 202 | 27 | .12 |
| .98 | 141 | 1,353 | 27 | 520 | 34 | .31 |
| 18.88 | 3,166 | 26,073 | 603 | 10,025 | 840 | 6.04 |
| 4.67 | 797 | 6,449 | 152 | 2,480 | 243 | 1.49 |
| 17.60 | 2,937 | 24,305 | 560 | 9,345 | 888 | 5.62 |
| 2.16 | 385 | 2,983 | 73 | 1,147 | 121 | .69 |
| 5.68 | 933 | 7,844 | 178 | 3,016 | 263 | 1.82 |
| 6.58 | 1,079 | 9,087 | 205 | 3,494 | 328 | 2.10 |
| 2.92 | 489 | 4,032 | 93 | 1,551 | 124 | .93 |
| 100.00 | \$16,753 | \$138,096 | \$3,190 | \$53,100 | \$4,748 | 31.97 |

OPERATING SUPPLIES

SCHEDULE III

PLAN "C"

| Description | Justification |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Photo Offset Plates | (a) Documents to catalog= 170 per day x 250 days = 42,000 per year, + 6 per layout (b) 76 ATI documents per day requiring extra plates (c) TAB - 72 pages per week x 52 weeks (d) Forms to print, 55 x 6 printings (Avg 3 pages) (e) Reclassification Bulletin, 10 pages, Monthly (f) Prefab Bibliographies 11,265 subject headings x 2 reproductions - 6 per layout (g) Listing scientific & technical reports; ASTIA Products & Services, Miscellaneous |
| Paper, Dennison, Gum | For Franked Stickers |
| Paper, Index, Bristol | For 11,580,000 cards |
| Paper, Offset | (a) TAB, 3744 pages x 4,000 runs (b) Misc Forms 22-1/2" x 35" sheets (c) Scientific & Technical reports (d) Misc. Reproduction |
| Paper, Masking | Form 1 |
| Paper, Duplicating, Copy | Misc. reproduction |
| Xerox Plates | Repair parts for Multilith, special ink, cleaner sheets, cleaning solution, etc. |
| Miscellaneous Reproduction Supplies | |
| Miscellaneous Addressograph parts | |
| Miscellaneous flexowriter supplies | |
| Corrugated cardboard boxes | 1000 each of 3 sizes |
| Binding Wire | |
| Penalty Envelopes | 4 sizes |
| Non-penalty envelopes | 3 sizes |
| Master Mailer Cartons | 2 sizes |
| Paper, Photographic | Normal workload is based on 278 requests per day, avg. 50 pages per documents, o total of 13,900 pages required per day, or 18 rolls Based on 278 requests per day. Daily use 4 packages Based on 278 requests per day. Daily use 3-1/3 packages Based on 278 requests per day. Daily use 3-1/4 packages Unit cost same as airgraph chemicals. Based on 62 documents processed daily, totaling 3600 cards, or 5 rolls of paper Based on 62 documents processed daily requiring 3 rolls daily For reproducing 20 ozalid requests daily To remove curl from photographic paper For enlarger, paper chopper, etc. For restoration of documents; making badges, signs etc. For restoration of documents; making badges, signs etc. For restoration of documents; making badges, signs etc. For restoration of documents; making badges, signs etc. For restoration of documents; making badges, signs etc. |
| Chemicals, Developer, (Airgraph) | |
| Chemicals, Stop | |
| Chemicals, Fix | |
| Chemicals for Processing Microcard | |
| Paper, Microcard | |
| Microfilm | |
| Ozalid paper and film | |
| Solution, print straightener | |
| Miscellaneous spare parts | |
| Drawing Paper & Illustration Board | |
| Paints, Oils | |
| Drawing Instruments | |
| Brushes and Pencils | |
| Miscellaneous ink, pens, spray, etc. | |

Total Cost, Operating Supplies

Note: Distribution of costs other than those directly chargeable are distributed on basis of known usage.

| | Quantity per year | Unit Cost | Total Cost | | PLAN "A" | | PLAN "B" | |
|---------------------------|----------------------|--------------|---------------|----|----------------------|----------|----------------------|----------|
| | | | | | Percent of Plan C | Cost | Percent of Plan C | Cost |
| bar, + 6 per layout | 7,000 | \$.22 ea. | \$ 1,540 | 1 | 82 | \$ 1263 | 82 | \$ 1263 |
| | 3,166 | .22 ea. | 696 | 2 | 82 | 571 | 82 | 571 |
| | 3,744 | .22 ea. | 824 | 3 | - | - | 77 | 634 |
| | 990 | .22 ea. | 217 | 4 | 100 | 217 | 100 | 217 |
| | 120 | .22 ea. | 26 | 5 | 74 | 19 | 74 | 19 |
| ions - 6 per layout | 3,755 | .22 ea. | 826 | 6 | 100 | 826 | 100 | 826 |
| ervices, Miscellaneous | 5,700 | .22 ea. | 1,254 | 7 | 100 | 1254 | 100 | 1254 |
| | | | 250 | 8 | 100 | 250 | 100 | 250 |
| | 231,584 | .0292 ea. | 6,753 | 9 | 74 | 4997 | 74 | 4997 |
| | 1,872,000 | .0136 ea. | 25,459 | 10 | - | - | 77 | 19603 |
| | 400,000 | .0136 ea. | 5,440 | 11 | 100 | 5440 | 100 | 5440 |
| | 9,000 | .0136 ea. | 122 | 12 | 100 | 122 | 100 | 122 |
| | 5,000 | .0136 ea. | 68 | 13 | 100 | 68 | 100 | 68 |
| | 12,000 | .0383 ea. | 460 | 14 | 85 | 391 | 85 | 391 |
| | 450,000 | 2.02 per M | 909 | 15 | 77 | 700 | 77 | 700 |
| | 20 | 17.00 ea. | 340 | 16 | 100 | 340 | 100 | 340 |
| leaning solution, etc. | - | - | 3,290 | 17 | 100 | 3290 | 100 | 3290 |
| | - | - | 100 | 18 | 100 | 100 | 100 | 100 |
| | - | - | 371 | 19 | 100 | 371 | 100 | 371 |
| | 3,000 | .0166 ea. | 50 | 20 | 100 | 50 | 100 | 50 |
| | 20 | 1.00 ea. | 20 | 21 | 100 | 20 | 100 | 20 |
| | 700,000 | .0092 ea. | 6,382 | 22 | 74 | 4723 | 74 | 4723 |
| | 175,000 | .0119 ea. | 2,075 | 23 | 74 | 1536 | 74 | 1536 |
| | 7,000 | .0429 ea. | 300 | 24 | 100 | 300 | 100 | 300 |
| pages per documents, or a | | | | | | | | |
| | 4,500 | 25.00 ea. | 112,500 | 25 | 52 | 95625 | 52 | 58500 |
| | 1,000 | 2.75 ea. | 2,750 | 26 | 52 | 2750 | 52 | 1430 |
| | 833 | 5.20 ea. | 4,330 | 27 | 52 | 4330 | 52 | 2252 |
| | 813 | 4.80 ea. | 3,900 | 28 | 52 | 3900 | 52 | 2028 |
| | - | - | 450 | 29 | - | - | 77 | 347 |
| or 5 rolls of paper | 1,250 | 12.04 ea. | 15,050 | 30 | - | - | 77 | 11589 |
| ly | 750 | 1.78 ea. | 1,335 | 31 | 77 | 1028 | 77 | 1028 |
| | | | 500 | 32 | 100 | 500 | 100 | 500 |
| | | | 500 | 33 | 100 | 500 | 100 | 500 |
| | | | 700 | 34 | 100 | 700 | 100 | 700 |
| | | | 388 | 35 | 100 | 388 | 100 | 383 |
| | | | 224 | 36 | 100 | 224 | 100 | 224 |
| | | | 200 | 37 | 100 | 200 | 100 | 200 |
| | | | 276 | 38 | 100 | 276 | 100 | 276 |
| | | | 465 | 39 | 100 | 465 | 100 | 465 |
| | | | \$201,340 | | | \$137734 | | \$127512 |

Distribution of Costs of Operating Supplies

Plan "A"

| Item No. | Total | Receiving | Descrip. Catalog. | Subject Analysis | | Abstract- ing | Catalog Card Service | | British Acc. List | Reclass. Bulletin | Translation List | Request Process. | Document | |
|-------------|---------|-----------|----------------------|---------------------|----------------------|------------------|----------------------|-----------------|----------------------|----------------------|---------------------|---------------------|----------|-------|
| | | | | Subject Catalog. | Distrib. Classif. | | Card Prop. | Card Distri. | | | | | Storage | Repro |
| 1. | 1,263 | | | | | | 1,263 | | | | | | | |
| 2. | 571 | | | | | | 571 | | | | | | | |
| 3. | | | | | | | | | | | | | | |
| 4. | 217 | 6 | 27 | 8 | 8 | 4 | 28 | 6 | 1 | 1 | 2 | 41 | 10 | |
| 5. | 19 | | | | | | | | | 19 | | | | |
| 6. | 826 | | | | | | 826 | | | | | | | |
| 7. | 1,254 | 33 | 154 | 45 | 46 | 24 | 162 | 36 | 4 | 5 | 12 | 236 | 59 | |
| 8. | 250 | | | | | | | 125 | | | | | 60 | |
| 9. | 4,997 | | | | | | 4,997 | | | | | | | |
| 10. | | | | | | | | | | | | | | |
| 11. | 5,440 | 141 | 668 | 195 | 201 | 102 | 706 | 154 | 16 | 21 | 53 | 1,028 | 254 | |
| 12. | 122 | 3 | 15 | 4 | 5 | 2 | 16 | 3 | | | 1 | 24 | 6 | |
| 13. | 68 | 2 | 8 | 2 | 3 | 1 | 9 | 2 | | | 1 | 14 | 3 | |
| 14. | 391 | | | | | | 391 | | | | | | | |
| 15. | 700 | | | | | | | | | | | 700 | | |
| 16. | 340 | 9 | 42 | 12 | 13 | 6 | 44 | 10 | 1 | 1 | 3 | 65 | 16 | |
| 17. | 3,290 | 39 | 183 | 53 | 55 | 28 | 1,993 | 42 | 4 | 6 | 15 | 281 | 70 | |
| 18. | 100 | | | | | | | 100 | | | | | | |
| 19. | 372 | 10 | 46 | 13 | 14 | 7 | 48 | 11 | 1 | 1 | 4 | 70 | 17 | |
| 20. | 50 | | | | | | | | | | | | 25 | |
| 21. | 20 | | | | | | | | | | | | 10 | |
| 22. | 4,723 | | | | | | | 4,723 | | | | | | |
| 23. | 1,536 | | | | | | | 1,536 | | | | | | |
| 24. | 300 | | | | | | | | | | | | | |
| 25. | 95,625 | | | | | | | | | | | | 150 | |
| 26. | 2,750 | | | | | | | | | | | | | |
| 27. | 4,330 | | | | | | | | | | | | | |
| 28. | 3,900 | | | | | | | | | | | | | |
| 29. | | | | | | | | | | | | | | |
| 30. | | | | | | | | | | | | | | |
| 31. | 1,028 | | | | | | | | | | | | | |
| 32. | 500 | | | | | | | | | | | | | |
| 33. | 500 | | | | | | | | | | | | | |
| 34. | 700 | 18 | 86 | 25 | 26 | 13 | 91 | 20 | 2 | 3 | 7 | 132 | 33 | |
| 35. | 388 | 10 | 48 | 14 | 14 | 7 | 50 | 11 | 1 | 1 | 4 | 74 | 18 | |
| 36. | 224 | 6 | 28 | 8 | 8 | 4 | 29 | 6 | 1 | 1 | 2 | 42 | 10 | |
| 37. | 200 | 5 | 24 | 7 | 7 | 4 | 26 | 6 | 1 | 1 | 2 | 38 | 9 | |
| 38. | 276 | 7 | 34 | 10 | 10 | 5 | 36 | 8 | 1 | 1 | 3 | 51 | 13 | |
| 39. | 465 | 12 | 57 | 17 | 17 | 9 | 60 | 13 | 1 | 2 | 5 | 87 | 22 | |
| <hr/> | | | | | | | | | | | | | | |
| | 137,734 | 301 | 1,420 | 413 | 427 | 216 | 11,346 | 6,812 | 34 | 53 | 114 | 2,883 | 785 | 110 |

| Abstract- ing | Catalog Card Service | | British Acc. List | Reclass. Bulletin | Translation List | Request Process. | Document Apply Service | | | Demand Bibliography | Local Library Service | Technical Data Digest |
|------------------|----------------------|-----------------|----------------------|----------------------|---------------------|---------------------|------------------------|--------------|-------------|------------------------|--------------------------|--------------------------|
| | Card Prep. | Card Distri. | | | | | Storage | Reproduction | Acquisition | | | |
| | 1,263 571 | | | | | | | | | | | |
| 4 | 28 | 6 | 1 | 1 19 | 2 | 41 | 10 | 38 | 5 | 12 | 11 | 6 |
| 24 | 826 162 | 36 125 | 4 | 5 | 12 | 236 | 59 60 | 220 65 | 27 | 71 | 83 | 37 |
| 102 | 706 | 154 | 16 | 21 | 53 | 1,028 | 254 | 957 | 118 | 309 | 358 | 159 |
| 2 | 16 | 3 | | | 1 | 24 | 6 | 21 | 3 | 7 | 8 | 4 |
| 1 | 9 | 2 | | | 1 | 14 | 3 | 12 | 1 | 4 | 4 | 2 |
| 6 | 491 | 10 | 1 | 1 | 3 | 700 | | | | | | |
| 28 | 1,993 | 100 | 4 | 6 | 15 | 65 | 16 | 60 | 7 | 19 | 22 | 10 |
| 7 | 48 | 11 | 1 | 1 | 4 | 70 | 70 | 262 | 32 | 85 | 98 | 44 |
| | | | | | | | 17 | 65 | 8 | 21 | 24 | 11 |
| | | | | | | | 25 | 25 | | | | |
| | | | | | | | 10 | 10 | | | | |
| | 4,723 1,536 | | | | | | 150 | 150 | | | | |
| | | | | | | | | 95,625 | | | | |
| | | | | | | | | 2,750 | | | | |
| | | | | | | | | 4,330 | | | | |
| | | | | | | | | 3,900 | | | | |
| | | | | | | | | 1,028 | | | | |
| 13 | 91 | 20 | 2 | 3 | 7 | 132 | 33 | 500 | 15 | 40 | 46 | 20 |
| 7 | 50 | 11 | 1 | 1 | 4 | 74 | 18 | 123 | 8 | 22 | 26 | 11 |
| 4 | 29 | 6 | 1 | 1 | 2 | 42 | 10 | 69 | 5 | 13 | 15 | 7 |
| 4 | 26 | 6 | 1 | 1 | 2 | 38 | 9 | 39 | 4 | 11 | 13 | 6 |
| 5 | 36 | 8 | 1 | 1 | 3 | 51 | 13 | 36 | 6 | 16 | 18 | 8 |
| 9 | 60 | 13 | 1 | 2 | 5 | 87 | 22 | 49 | 10 | 26 | 31 | 14 |
| 216 | 11,246 | 6,812 | 34 | 63 | 114 | 2,883 | 785 | 110,916 | 219 | 656 | 760 | 399 |

MAINTENANCE AND MACHINE RENTAL

Schedule IV

PLAN A

| | |
|--------------------------------------------------|-----------|
| Rental of Xerox | \$ 600 |
| Service Contract for Cameras | 1,000 |
| Contract for Electrical Services | 500 |
| Contract for Plumbing Services | 2,000 |
| Contract for Repairs to Processor and Printer | 600 |
| Contract for Sharpening Cutter Blades and Drills | <u>48</u> |
| | \$4,748 |

Document Service Center
Summary of Costs and Man Years, Plan "P"
In Whole Dollars and Man Years

Exhibit A

| | <u>Total</u> | <u>Receiving</u> | <u>Duplicate Check</u> | <u>Doc.Stor. maintain.</u> | <u>Descript. Catalog.</u> | <u>Subject Catalog</u> | <u>Distri. Classif.</u> | <u>Abstract- ing</u> | <u>Microfilm</u> |
|--------------------------------------------|--------------|------------------|------------------------|----------------------------|---------------------------|------------------------|-------------------------|----------------------|------------------|
| Direct Operating Costs | | | | | | | | | |
| <u>Personal Services:</u> | | | | | | | | | |
| Document Processing | 232,332 | 18,476 | 18,120 | | 60,867 | 24,221 | 27,600 | | 32,900 |
| Man Years | 60.32 | 5.36 | 4.98 | | 16.75 | 5.06 | 5.78 | | 22.09 |
| Announcement | 4,409 | | | | | | | | |
| Man Years | 1.25 | | | | | | | | |
| Request Services | 193,662 | | | 30,400 | | | | | |
| Man Years | 57.04 | | | 9.25 | | | | | |
| Library | 35,620 | | | | | | | | |
| Man Years | 10.42 | | | | | | | | |
| Editorial & Copy Preparation | 36,522 | | | | | | | 14,688 | |
| Man Years | 27.55 | | | | | | | 3.57 | |
| Reproduction | 129,501 | | | | | | | | |
| Man Years | 34.73 | | | | | | | | |
| Shipping | 35,164 | | | | | | | | |
| Man Years | 10.66 | | | | | | | | |
| Total Direct Personal Services | 727,230 | 18,476 | 18,120 | 30,400 | 60,867 | 24,221 | 27,600 | 14,688 | 32,900 |
| Total Direct Man Years | 196.57 | 5.36 | 4.98 | 9.25 | 16.75 | 5.06 | 5.78 | 3.57 | 22.09 |
| Overtime, Lump Sum Leave, FICA | 16,855 | 529 | 521 | 800 | 1,311 | 563 | 644 | 32 | 1,920 |
| Operating Supplies | 127,512 | 293 | 288 | 685 | 367 | 385 | 440 | 33 | 2,340 |
| Maintenance & Machine Rental | 4,718 | 130 | 120 | 224 | 105 | 122 | 140 | 86 | 55 |
| Total Direct Costs | 876,445 | 19,328 | 18,948 | 3,109 | 63,553 | 25,291 | 28,323 | 15,148 | 37,715 |
| Administrative & Overhead Costs | | | | | | | | | |
| <u>Personal Services</u> | | | | | | | | | |
| Man Years | 33,902 | 3,402 | 3,335 | 6,335 | 11,211 | 4,460 | 5,103 | 2,700 | 15,200 |
| Overtime, Lump Sum Leave, FICA | 30.65 | .78 | .76 | 1.45 | 2.57 | 1.32 | 1.17 | .62 | 3.55 |
| Travel and Guard Service | 3,117 | 79 | 78 | 117 | 261 | 104 | 119 | 33 | 300 |
| Total Administrative & Overhead | 53,100 | 1,350 | 1,222 | 2,512 | 4,444 | 1,768 | 2,323 | 1,073 | 6,000 |
| Total Administrative & Overhead | 190,259 | 4,831 | 4,735 | 8,964 | 15,916 | 6,322 | 7,526 | 3,803 | 21,600 |
| Total Costs | 1,066,604 | 24,259 | 23,683 | 15,103 | 79,569 | 31,623 | 36,128 | 19,200 | 109,400 |
| Total Man Years | 227.32 | 6.14 | 5.74 | 10.70 | 19.32 | 6.08 | 6.95 | 4.19 | 26.64 |
| Positions Required | 24 | 7 | 6 | 11 | 20 | 7 | 7 | 5 | 28 |
| Additional Dollar Requirements | 66,496 | 3,382 | 1,772 | 892 | 2,833 | 4,753 | 263 | 3,722 | 6,100 |
| Total Dollar Requirements | 1,133,100 | 27,641 | 25,455 | 16,995 | 82,402 | 36,376 | 36,329 | 22,922 | 115,600 |
| Unit Costs, Direct Costs Only: | | | | | | | | | |
| Units Produced | | 221,480 | 161,227 | 161,227 | 50,785 | 30,135 | 30,135 | 10,008 | 5,000 |
| Unit Cost | | .0387 | .037 | .022 | 1.250 | .740 | .915 | 1.460 | 2.500 |

| Script. Catalog | Subject Catalog | Distri. Classif. | Abstracting | Micro-filming | Catalog Cards Prep. | Cards Distri. | T A B Prep. | Distri. | Micro-cards | Pack ss. Bull. Prep. | ss. Bull. Distri. | Request Process. | Document Storage | Sup. Reprod. |
|-----------------|-----------------|------------------|-------------|---------------|---------------------|---------------|-------------|---------|-------------|----------------------|-------------------|------------------|------------------|--------------|
| 1,867 | 24,221 | 27,699 | | 32,246 | | | | | | | | | | |
| .75 | 5.06 | 5.78 | | 22.99 | | | | | | | | | | |
| | | | | | | | 4,409 | | | | | | | |
| | | | | | | | 1.25 | | | | | | | |
| | | | | | | | | | | | | 79,689 | 26,867 | |
| | | | | | | | | | | | | 20.22 | 7.46 | |
| | | | | | | | | | | | | 15,306 | | |
| | | | | | | | | | | | | 4.42 | | |
| | | | 14,668 | | 19,226 | 1,752 | 23,735 | | 6,984 | 137 | | | | |
| | | | 3.57 | | 11.33 | .51 | 6.88 | | 2.02 | .04 | | | | |
| | | | | | 39,823 | 2,084 | 16,857 | | 32,518 | 415 | | | | 37,884 |
| | | | | | 10.52 | .54 | 4.60 | | 8.66 | .11 | | | | 16,501 |
| | | | | | | 2,901 | | | | | | | | 4,269 |
| | | | | | | 3.30 | | 13,880 | | | 2,393 | | | 1.29 |
| | | | | | | | | 4.22 | | | .63 | | | 1.47 |
| 1,867 | 24,221 | 27,699 | 14,668 | 32,246 | 39,823 | 13,737 | 15,001 | 13,880 | 39,502 | 552 | 2,393 | 34,995 | 31,136 | 12,719 |
| .75 | 5.06 | 5.78 | 3.57 | 22.99 | 24.65 | 4.05 | 12.73 | 4.22 | 10.68 | .15 | .63 | 24.64 | 8.75 | 11.97 |
| 1,867 | 563 | 644 | 30 | 1,926 | 2,068 | 319 | 1,046 | 323 | 917 | 14 | 19 | 2,206 | 723 | 993 |
| .75 | 385 | 440 | 23 | 2,346 | 11,265 | 1,508 | 19,502 | 6,465 | 12,216 | 12 | 18 | 2,267 | 631 | 66,486 |
| .25 | 122 | 140 | 8 | 556 | 596 | 98 | 307 | 102 | 258 | 4 | 15 | 596 | 212 | 298 |
| 1,553 | 25,251 | 28,925 | 15,514 | 37,777 | 132,978 | 16,082 | 65,856 | 30,770 | 52,893 | 582 | 2,322 | 99,984 | 32,702 | 110,518 |
| 211 | 4,460 | 5,103 | 2,740 | 15,270 | 16,995 | 2,532 | 8,291 | 2,558 | 7,273 | 187 | 388 | 17,483 | 5,733 | 7,876 |
| .75 | 1.32 | 1.17 | .52 | 3.50 | 3.75 | .58 | 1.90 | .59 | 1.66 | .02 | .09 | 4.00 | 1.31 | 1.80 |
| 1,867 | 124 | 119 | 355 | 382 | 59 | 193 | 60 | 170 | 170 | 2 | 3 | 107 | 133 | 183 |
| .75 | 1,368 | 2,023 | 1,473 | 3,253 | 3,530 | 1,004 | 3,287 | 1,314 | 2,883 | 42 | 132 | 6,935 | 2,273 | 3,122 |
| 1,867 | 6,432 | 7,285 | 3,842 | 21,678 | 23,277 | 3,595 | 11,771 | 3,692 | 10,326 | 151 | 551 | 24,855 | 8,195 | 11,181 |
| 1,867 | 31,623 | 36,168 | 19,140 | 108,455 | 126,255 | 19,657 | 77,627 | 24,402 | 63,219 | 739 | 2,757 | 124,799 | 50,841 | 121,699 |
| .75 | 6.28 | 6.95 | 4.19 | 28.49 | 28.49 | 4.63 | 14.63 | 4.51 | 12.24 | .17 | .72 | 24.54 | 10.06 | 13.77 |
| 1,867 | 7 | 7 | 5 | 23 | 30 | 5 | 16 | 5 | 13 | - | 1 | 30 | 10 | 15 |
| .75 | 2,793 | 261 | 3,72 | 3,859 | 7,051 | 1,509 | 7,168 | 954 | 3,257 | 82 | 3.7 | 5,243 | - | 10,869 |
| 1,867 | 36,416 | 36,429 | 22,911 | 115,314 | 134,306 | 21,166 | 84,795 | 25,956 | 66,576 | 815 | 3,231 | 150,042 | 50,841 | 132,564 |
| 1,867 | 1,445 | 24,195 | 14,602 | 1,445 | 1,445 | 3,793,700 | 2,250 | 117,520 | 12,000 | 782 | 12,000 | 2,444 | 37,581 | 12,832 |
| .75 | 1.44 | 1.44 | 1.44 | 1.44 | 1.44 | .004 | 2.716 | .177 | 4.458 | .744 | .15 | 1.089 | .870 | 2.580 |

12,531,900 AD
1.016

1,452,225 AD No Abstracts
.039

1,500,000 FD
.221

117,520
Copies
.502

600,000 12,000
Copies Copies
.088 .044

| Catalog Cards | | T A B | | Micro-cards | Reclass.Bull. | | Request Process. | Document Supply | | Acq. | Demand Bibliography | Local Library Service |
|---------------------|-----------|---------|---------|-------------|---------------|---------|------------------|-----------------|-----------|--------|---------------------|-----------------------|
| Prep. | Distri. | Prep. | Distri. | | Prep. | Distri. | | Storage | Reprod. | | | |
| | | 4,409 | 1.25 | | | | | | | | | |
| | | | | | | | 79,689 | 26,867 | | 11,705 | 44,001 | |
| | | | | | | | 20.22 | 7.46 | | 2.97 | 11.14 | |
| | | | | | | | 15,306 | | | | | 20,314 |
| | | | | | | | 4.42 | | | | | 6.00 |
| 43,226 | 1,752 | 23,735 | | 6,984 | 137 | | | | | | | |
| 1.33 | .51 | 6.88 | | 2.02 | .04 | | | | | | | |
| 39,823 | 2,084 | 16,857 | | 32,518 | 415 | | | | | | | |
| 10.32 | .54 | 4.60 | | 8.66 | .11 | | | | | | | |
| | 9,901 | | 13,880 | | | 2,093 | | 4,269 | 37,884 | | | |
| | 3.00 | | 4.22 | | | .63 | | 1.29 | 10.50 | | | |
| 9,049 | 13,737 | 45,001 | 13,880 | 39,502 | 552 | 2,093 | 94,995 | 31,136 | 4,865 | 156 | | |
| 24.65 | 4.05 | 12.73 | 4.22 | 10.68 | .15 | .63 | 24.64 | 8.75 | 1.47 | .05 | | |
| 2,068 | 319 | 1,040 | 325 | 917 | 14 | 16 | 2,206 | 723 | 11.97 | 2.97 | 41,157 | 20,314 |
| 1,265 | 1,908 | 1,502 | 6,465 | 12,216 | 12 | 10 | 2,167 | 631 | 993 | 272 | 11.19 | 6.00 |
| 596 | 98 | 307 | 102 | 258 | 4 | 15 | 596 | 212 | 66,486 | 186 | 956 | 471 |
| 2,978 | 16,032 | 65,856 | 20,770 | 52,893 | 582 | 2,206 | 99,964 | 32,702 | 290 | 72 | 662 | 326 |
| | | | | | | | | | 270 | | 270 | 145 |
| | | | | | | | | | 110,518 | 12,235 | 43,045 | 21,256 |
| 6,595 | 2,532 | 8,291 | 2,558 | 7,273 | 107 | 388 | 17,493 | 5,753 | 7,876 | 2,156 | 7,581 | 3,737 |
| 6.75 | .58 | 1.90 | .59 | 1.66 | .02 | .06 | 4.00 | 1.31 | 1.80 | .49 | 1.73 | .86 |
| 3.82 | 59 | 193 | 60 | 170 | 2 | 3 | 407 | 133 | 183 | 50 | 176 | 87 |
| 6,530 | 1,004 | 3,287 | 1,014 | 2,883 | 12 | 15 | 6,935 | 2,273 | 3,122 | 855 | 3,005 | 1,481 |
| 3,277 | 3,595 | 11,771 | 3,632 | 10,326 | 151 | 551 | 24,835 | 8,139 | 11,181 | 3,061 | 10,762 | 5,305 |
| 6,255 | 19,657 | 77,627 | 24,402 | 63,219 | 733 | 2,757 | 124,799 | 40,841 | 121,699 | 15,296 | 53,807 | 26,561 |
| 8.40 | 4.63 | 14.63 | 4.81 | 12.34 | .17 | .72 | 28.84 | 10.06 | 13.77 | 3.46 | 12.92 | 6.86 |
| | 5 | 16 | 5 | 13 | - | 1 | 30 | 10 | 15 | 4 | 14 | 7 |
| 1,321 | 1,509 | 7,168 | 954 | 3,357 | 82 | 3.7 | 5,243 | - | 10,869 | 2,390 | 3,972 | 474 |
| 1,306 | 21,166 | 84,795 | 25,356 | 66,576 | 815 | 3,131 | 130,042 | 40,841 | 132,568 | 17,686 | 57,779 | 27,035 |
| 1,125 | 3,793,700 | 24,250 | 11,520 | 12,000 | 782 | 12,000 | 24,448 | 37,581 | 42,832 | 4,656 | 1,312 | 12,042 |
| Cards | Cards | Titles | Copies | Titles | Titles | Copies | Requests | Documents | Documents | Titles | Bibliographies | References |
| | .004 | 2.716 | .177 | 4.408 | .744 | .13 | 4.089 | .870 | 2.580 | 2.628 | 32.808 | 1.765 |
| 900 AD | | | | | | | | | | | | |
| 1.316 | | | | | | | | | | | | |
| 225 AD No Abstracts | | | | | | | | | | | | |
| 009 | | | | | | | | | | | | |
| 000 PB | | 117,820 | | 600,000 | 12,000 | | | | | | | |
| 021 | | Copies | | Copies | Copies | | | | | | | |
| | | .562 | | .688 | .040 | | | | | | | |

Personal Services Requirements by Operating Functions

Schedule I

Plan "B"

| Function | Direct | | Indirect Supervision | | Total* | |
|-------------------------------------------|--------|-----------|----------------------|----------|--------|-----------|
| | M.Y. | Cost | M.Y. | Cost | M.Y. | Cost |
| A. Document Processing | | | | | | |
| 1. Document Receiving | 4.99 | 16,714 | .37 | 1,762 | 5.36 | 18,476 |
| 2. Dup. Check & Descrip. Cat. | 17.75 | 62,106 | 1.32 | 6,280 | 19.07 | 68,386 |
| 5. Distribution Classification | 10.06 | 48,199 | .78 | 3,721 | 10.84 | 51,920 |
| 6. Security Check | 2.47 | 9,696 | .19 | 903 | 2.66 | 10,601 |
| B. Announcement | | | | | | |
| 1. Title Announcement Bulletin | 1.16 | 3,917 | .09 | 492 | 1.25 | 4,409 |
| C. Request Services | | | | | | |
| 1. Document Request | 15.59 | 66,742 | 1.68 | 7,838 | 17.27 | 74,580 |
| 2. Distribution Records | 2.65 | 8,816 | .30 | 1,406 | 2.95 | 10,222 |
| 3. Document Supply | 7.63 | 25,461 | .82 | 3,826 | 8.45 | 29,287 |
| 4. Demand Bibliography | 7.57 | 27,892 | .57 | 2,720 | 8.14 | 30,612 |
| 5. Document Acquisition | 2.68 | 9,255 | .29 | 1,352 | 2.97 | 10,607 |
| D. Library | | | | | | |
| 1. Catalog Card File Maintenance | 7.92 | 25,851 | .68 | 3,243 | 8.60 | 29,094 |
| 2. Archives | 7.68 | 25,069 | .58 | 2,764 | 8.26 | 27,833 |
| 3. Reference Service | 4.48 | 15,426 | .34 | 1,621 | 4.82 | 17,047 |
| E. Editorial & Copy Preparation | | | | | | |
| 1. Editorial | 2.94 | 11,948 | .26 | 1,431 | 3.20 | 13,379 |
| 2. Typing | 17.55 | 55,493 | 1.45 | 9,499 | 19.01 | 64,992 |
| 3. Proofreading | 2.68 | 9,661 | .22 | 1,208 | 2.90 | 10,869 |
| 4. Illustration & Layout | 3.46 | 10,976 | .28 | 1,543 | 3.74 | 12,519 |
| F. Reproduction | | | | | | |
| 1. Photocopy | .94 | 3,961 | .16 | 817 | 1.10 | 4,778 |
| 2. Platemaking | 3.62 | 13,929 | .30 | 1,655 | 3.92 | 15,584 |
| 3. Photoduplicating | 1.34 | 5,514 | .17 | 902 | 1.51 | 6,416 |
| 4. Offset Duplicating | 3.20 | 13,135 | .26 | 1,431 | 3.46 | 14,566 |
| 5. Bindery (Collating) | 1.48 | 5,054 | .12 | 670 | 1.60 | 5,724 |
| 6. Bindery (Cutting) | 5.96 | 22,265 | .49 | 2,705 | 6.45 | 24,970 |
| 7. Bindery (Drilling) | .15 | 562 | .02 | 111 | .17 | 673 |
| 8. Bindery (Banding) | .64 | 2,191 | .05 | 269 | .69 | 2,460 |
| 9. Bindery (Stitching) | .83 | 2,928 | .06 | 334 | .89 | 3,162 |
| 10. Stock Handling | 1.06 | 3,623 | .09 | 492 | 1.15 | 4,115 |
| 11. Control | 5.04 | 17,123 | - | - | 5.04 | 17,123 |
| 12. Microfilming | 10.23 | 33,338 | 1.74 | 8,910 | 11.97 | 42,248 |
| 13. Film Processing | 2.84 | 9,851 | .49 | 2,499 | 3.33 | 12,350 |
| 14. Microfilm Archives | 8.12 | 26,083 | 1.38 | 7,006 | 9.50 | 33,089 |
| 15. Process Airgraph | 3.06 | 10,683 | .53 | 2,704 | 3.61 | 13,387 |
| 16. Photo Prints | 4.99 | 17,042 | .83 | 4,209 | 5.82 | 21,251 |
| G. Shipping | | | | | | |
| 1. Addressograph | 4.60 | 14,392 | .48 | 2,225 | 5.08 | 16,617 |
| 2. ATN Cards | 1.69 | 5,050 | .17 | 795 | 1.76 | 5,845 |
| 3. Request Documents | 1.97 | 6,256 | .21 | 981 | 2.18 | 7,237 |
| 4. Title Announcement Bulletin | 1.20 | 3,814 | .13 | 610 | 1.33 | 4,424 |
| 5. Reclassification Bulletin | .55 | 1,745 | .06 | 283 | .61 | 2,028 |
| 6. Demand Bibliography | .05 | 153 | - | - | .05 | 166 |
| 7. ASTIA Publications | .06 | 187 | - | - | .06 | 187 |
| 8. Form Letters | .22 | 696 | .03 | 142 | .25 | 838 |
| Total Direct Man Years & Salaries | 183.02 | 652,702 | 18.00 | 91,359 | 201.02 | 744,061 |
| Less Preparation of Manuals and Brochures | 3.85 | 13,888 | .80 | 2,885 | 4.65 | 16,773 |
| | 179.17 | \$638,814 | 17.20 | \$88,474 | 196.37 | \$727,288 |

*Note: Total salaries in each work function reflect the third step of each grade. The total salaries divided by the total number of employees equals average salary used in determining total costs for each function.

Allocable Costs Other Than Direct Personal Services

| | | | |
|---------------------------------------------------------|--------------|------------------|----------------|
| Direct Personal Services Overtime, Lump Sum Leave, FICA | | | \$ 16,8 |
| Administrative Salaries | Man Years | Salaries | |
| Administrative Personnel | 26 | 117,169 (4) | |
| Administrative Support | 4.65 | 16,773 (5) | |
| | <u>30.65</u> | <u>\$133,942</u> | |
| Administrative Overtime, Lump Sum Leave, FICA | | 3,117 (6)(7)(8) | |
| Total Administrative Personnel Costs | | | 137,0 |
| Guard Service | | | 43,5 |
| Temporary Duty Travel | | | 9,6 |
| Machine Maintenance & Rental | | | 4,7 |
| Total Except Supplies | | | <u>211,8</u> |
| Supplies | | | 127,5 |
| Total Allocable Costs | | | <u>\$339,3</u> |

- (1) Overtime represents 1% of Direct Personal Services Costs
- (2) Terminal Leave represents 4.8% of total estimated payments
- (3) Social Security Taxes represents 4.3% of total estimated payments
- (4) Based on third step each employee
- (5) Includes distribution of 4.65 man years for manuals and brochures
- (6) Administrative Overtime represents 1% of salaries
- (7) Terminal Leave represents 15.2% of total estimated payments
- (8) Social Security Taxes represents 15.2% of total estimated payments
- (9) Fifteen guards at average salary of \$2900
- (10) Estimated
- (11) Distribution of Supplies shown on Schedule III

Distribution of Allocable Costs, Except Supplies, to Primary Activities
 (Based on Direct Personal Services Costs)

| Activity | Direct Salaries | Percent | Direct Over-time, Terminal Leave, FICA | Administrative Salaries | Admin. Over-time, Terminal Leave, FICA | Tra Gua |
|-----------------------------------|------------------|---------------|----------------------------------------|-------------------------|----------------------------------------|------------|
| Receiving | 18,476 | 2.51 | 429 | 3,402 | 79 | |
| Duplicate Check | 18,120 | 2.49 | 421 | 3,335 | 78 | |
| Document Storage Maintenance | 34,400 | 4.73 | 800 | 6,335 | 147 | |
| Descriptive Cataloging | 60,867 | 8.37 | 1,414 | 11,211 | 261 | |
| Subject Cataloging | 24,221 | 3.33 | 563 | 4,460 | 104 | |
| Distribution Classification | 27,699 | 3.81 | 644 | 5,103 | 119 | |
| Abstracting | 14,688 | 2.02 | 341 | 2,706 | 63 | |
| Microfilming | 82,949 | 11.40 | 1,926 | 15,270 | 355 | |
| Catalog Card Preparation | 89,049 | 12.24 | 2,068 | 16,395 | 382 | |
| Catalog Card Distribution | 13,737 | 1.89 | 319 | 2,532 | 59 | |
| TAB Preparation | 45,001 | 6.19 | 1,046 | 8,291 | 193 | |
| TAB Distribution | 13,880 | 1.91 | 323 | 2,558 | 60 | |
| Microcards | 39,502 | 5.43 | 917 | 7,273 | 170 | |
| Reclassification Bulletin Prep. | 552 | .08 | 14 | 107 | 2 | |
| Reclassification Bulletin Distri. | 2,093 | .29 | 49 | 388 | 9 | |
| Request Processing | 94,995 | 13.06 | 2,206 | 17,493 | 407 | |
| Document Storage (Supply) | 31,136 | 4.28 | 723 | 5,733 | 133 | |
| Document Reproduction | 42,716 | 5.88 | 993 | 7,876 | 183 | |
| Document Acquisition | 11,705 | 1.61 | 272 | 2,156 | 50 | |
| Demand Bibliography | 41,157 | 5.66 | 956 | 7,581 | 176 | |
| Local Library Service | 20,314 | 2.73 | 471 | 3,737 | 87 | |
| | <u>\$727,290</u> | <u>100.00</u> | <u>\$16,895</u> | <u>\$133,942</u> | <u>3,117</u> | <u>\$5</u> |

FICA

\$ 16,895 (1)(2)(3)

| Man Years | Salaries |
|--------------|------------------|
| 26 | 117,169 (4) |
| 4.65 | 16,773 (5) |
| <u>30.65</u> | <u>\$133,942</u> |
| | 3,117 (6)(7)(8) |

137,059
43,500 (9)
9,600 (10)
4,748 (10)
211,802
127,512 (11)
\$339,314

ces Costs
ted payments
estimated payments

nals and brochures
es
ted payments
estimated payments

Primary Activities
(sts)

| Direct Over- time, Terminal Leave, FICA | Administrative Sa' ries | Admin. Over- time, Terminal Leave, FICA | Travel & Guard Service | Machine Maintenance & Rental | Administrative Man Years |
|-----------------------------------------------|----------------------------|-----------------------------------------------|---------------------------|------------------------------------|-----------------------------|
| 429 | .02 | 79 | 1,350 | 130 | .78 |
| 421 | 3,335 | 78 | 1,322 | 120 | .76 |
| 800 | 6,335 | 147 | 2,512 | 224 | 1.45 |
| 1,414 | 11,211 | 261 | 4,444 | 405 | 2.57 |
| 563 | 4,460 | 104 | 1,768 | 122 | 1.02 |
| 644 | 5,103 | 119 | 2,023 | 140 | 1.17 |
| 341 | 2,706 | 63 | 1,073 | 86 | .62 |
| 1,926 | 15,270 | 355 | 6,053 | 556 | 3.50 |
| 2,068 | 16,395 | 382 | 6,500 | 596 | 3.75 |
| 319 | 2,532 | 59 | 1,004 | 98 | .53 |
| 1,046 | 8,291 | 193 | 3,287 | 307 | 1.90 |
| 323 | 2,558 | 60 | 1,014 | 102 | .59 |
| 917 | 7,273 | 170 | 2,883 | 258 | 1.66 |
| 14 | 107 | 2 | 42 | 4 | .02 |
| 49 | 388 | 9 | 154 | 15 | .09 |
| 2,206 | 17,493 | 407 | 6,935 | 596 | 4.00 |
| 723 | 5,733 | 133 | 2,273 | 212 | 1.31 |
| 993 | 7,876 | 183 | 3,122 | 290 | 1.80 |
| 272 | 2,156 | 56 | 855 | 72 | .49 |
| 956 | 7,581 | 176 | 3,005 | 270 | 1.73 |
| 471 | 3,737 | 87 | 1,481 | 145 | .86 |
| <u>\$16,895</u> | <u>\$133,942</u> | <u>3,117</u> | <u>\$53,100</u> | <u>\$4,748</u> | <u>30.65</u> |

OPERATING SUPPLIES

SCHEDULE III

PLAN "C"

| Description | Justification |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Photo Offset Plates | (a) Documents to catalog= 170 per day x 260 days = 42,000 per year, + 6 per layout (b) 76 ATL documents per day requiring extra plates (c) TAB - 72 pages per week x 52 weeks (d) Forms to print, 56 x 6 printings (Avg 3 pages) (e) Reclassification Bulletin, 10 pages, Monthly (f) Prefab Bibliographies 11,265 subject headings x 2 reproductions - 6 per layout (g) Listing scientific & technical reports; ASTIA Products & Services, Miscellaneous |
| Paper, Dennison, Gum Paper, Index, Bristol Paper, Offset | For Franked Stickers For 11,580,000 cards (a) TAB, 3744 pages x 4,000 runs (b) Misc Forms 22-1/2" x 35" sheets (c) Scientific & Technical reports (d) Misc. Reproduction |
| Paper, Masking Paper, Duplicating, Copy Xerox Plates Miscellaneous Reproduction Supplies Miscellaneous Addressograph parts Miscellaneous Flexwriter supplies Corrugated cardboard boxes Binding Wire Penalty Envelopes Non-penalty envelopes Master Mailer Carbons Paper, Photographic | Form 1 Misc. reproduction Repair parts for Multilith, special ink, cleaner sheets, cleaning solution, etc. 1000 each of 3 sizes 4 sizes 3 sizes 2 sizes Normal workload is based on 278 requests per day, avg. 50 pages per documents, total of 13,900 pages required per day, or 18 rolls Based on 278 requests per day. Daily use 4 packages Based on 278 requests per day. Daily use 3-1/3 packages Based on 278 requests per day. Daily use 3-1/4 packages Unit cost same as airgraph chemicals. Based on 62 documents processed daily, totaling 3600 cards, or 5 rolls of paper Based on 62 documents processed daily requiring 3 rolls daily For reproducing 20 oxalid requests daily To remove curl from photographic paper For enlarger, paper chopper, etc. For restoration of documents; making badges, signs etc. For restoration of documents; making badges, signs etc. For restoration of documents; making badges, signs etc. For restoration of documents; making badges, signs etc. For restoration of documents; making badges, signs etc. |
| Chemicals, Developer, (Airgraph) Chemicals, Stop Chemicals, Fix Chemicals for Processing Microcard Paper, Microcard Microfilm Oxalid paper and film Solution, print straightener Miscellaneous spare parts Drawing Paper & Illustration Board Paints, Oils Drawing Instruments Brushes and Pencils Miscellaneous ink, pens, spray, etc. | |

Total Cost, Operating Supplies

Note: Distribution of costs other than those directly chargeable are distributed on basis of known usage.

| | Quantity per year | Unit Cost | Total Cost | | PLAN A | | PLAN B | |
|------------------------|----------------------|--------------|---------------|----|----------------------|-----------|----------------------|-----------|
| | | | | | Percent of Plan C | Cost | Percent of Plan C | Cost |
| • + 6 per layout | 7,000 | \$.22 ea. | \$ 1,540 | 1 | 82 | \$ 1,263 | 82 | \$ 1,263 |
| | 3,166 | .22 ea. | 696 | 2 | 82 | 571 | 82 | 571 |
| | 3,744 | .22 ea. | 824 | 3 | - | - | 77 | 634 |
| | 990 | .22 ea. | 217 | 4 | 100 | 217 | 100 | 217 |
| | 120 | .22 ea. | 26 | 5 | 74 | 19 | 74 | 19 |
| as - 6 per layout | 3,755 | .22 ea. | 826 | 6 | 100 | 826 | 100 | 826 |
| ices, Miscellaneous | 5,700 | .22 ea. | 1,254 | 7 | 100 | 1,254 | 100 | 1,254 |
| | | | 250 | 8 | 100 | 250 | 100 | 250 |
| | 231,584 | .0292 ea. | 6,753 | 9 | 74 | 4,997 | 74 | 4,997 |
| | 1,872,000 | .0136 ea. | 25,459 | 10 | - | - | 77 | 19,603 |
| | 400,000 | .0136 ea. | 5,440 | 11 | 100 | 5,440 | 100 | 5,440 |
| | 9,000 | .0136 ea. | 122 | 12 | 100 | 122 | 100 | 122 |
| | 5,000 | .0136 ea. | 68 | 13 | 100 | 68 | 100 | 68 |
| | 12,000 | .0383 ea. | 460 | 14 | 85 | 391 | 85 | 391 |
| | 450,000 | 2.32 per M | 909 | 15 | 77 | 700 | 77 | 700 |
| | 20 | 17.00 ea. | 340 | 16 | 100 | 340 | 100 | 340 |
| ning solution, etc. | - | - | 3,290 | 17 | 100 | 3,290 | 100 | 3,290 |
| | - | - | 100 | 18 | 100 | 100 | 100 | 100 |
| | - | - | 371 | 19 | 100 | 371 | 100 | 371 |
| | 3,000 | .0166 ea. | 50 | 20 | 100 | 50 | 100 | 50 |
| | 20 | 1.00 ea. | 20 | 21 | 100 | 20 | 100 | 20 |
| | 700,000 | .0092 ea. | 6,382 | 22 | 74 | 4,723 | 74 | 4,723 |
| | 175,000 | .0119 ea. | 2,075 | 23 | 74 | 1,536 | 74 | 1,536 |
| | 7,000 | .0429 ea. | 300 | 24 | 100 | 300 | 100 | 300 |
| es per documents, or a | | | | | | | | |
| | 4,500 | 25.00 ea. | 112,500 | 25 | 52 | 95,625 | 52 | 95,500 |
| | 1,000 | 2.75 ea. | 2,750 | 26 | 52 | 2,750 | 52 | 14,30 |
| | 833 | 5.20 ea. | 4,330 | 27 | 52 | 4,330 | 52 | 22,52 |
| | 813 | 4.80 ea. | 3,900 | 28 | 52 | 3,900 | 52 | 20,28 |
| | - | - | 450 | 29 | - | - | 77 | 347 |
| 5 rolls of paper | 1,250 | 12.04 ea. | 15,050 | 30 | - | - | 77 | 11,989 |
| | 750 | 1.78 ea. | 1,335 | 31 | 77 | 1,028 | 77 | 1,028 |
| | | | 500 | 32 | 100 | 500 | 100 | 500 |
| | | | 500 | 33 | 100 | 500 | 100 | 500 |
| | | | 700 | 34 | 100 | 700 | 100 | 700 |
| | | | 388 | 35 | 100 | 388 | 100 | 388 |
| | | | 224 | 36 | 100 | 224 | 100 | 224 |
| | | | 200 | 37 | 100 | 200 | 100 | 200 |
| | | | 276 | 38 | 100 | 276 | 100 | 276 |
| | | | 465 | 39 | 100 | 465 | 100 | 465 |
| | | | \$201,340 | | | \$137,734 | | \$127,512 |

Plan - pⁿ

[illegible]

[illegible]

MAINTENANCE AND MACHINE RENTAL

Schedule IV

PLAN R

| | |
|--------------------------------------------------|-----------|
| Rental of Xerox | \$ 600 |
| Service Contract for Cameras | 1,000 |
| Contract for Electrical Services | 500 |
| Contract for Plumbing Services | 2,000 |
| Contract for Repairs to Processor and Printer | 600 |
| Contract for Sharpening Cutter Blades and Drills | <u>48</u> |
| | \$4,748 |

Document Service Center
Summary of Costs and Man Years, Plan "C"
In Whole Dollars and Man Years

Exhibit A

| | <u>Total</u> | <u>Receiving</u> | <u>Duplicate Check</u> | <u>Doc. Stor. Maintain.</u> | <u>Desc. Catalog</u> | <u>Distrib. Classif.</u> | <u>Micro- filming</u> | <u>Pr</u> |
|--------------------------------------------|--------------|------------------|----------------------------|---------------------------------|--------------------------|------------------------------|---------------------------|-----------|
| <u>Direct Operating Costs:</u> | | | | | | | | |
| <u>Personal Services</u> | | | | | | | | |
| Document Processing | 250,994 | 21,180 | 21,265 | | 71,433 | 37,512 | 99,604 | |
| Man Years | 65.99 | 6.03 | 5.73 | | 19.26 | 7.47 | 27.0 | |
| Announcement | 6,588 | | | | | | | |
| Man Years | 1.65 | | | | | | | |
| Request Services | 250,493 | | | 43,865 | | | | |
| Man Years | 64.21 | | | 11.27 | | | | |
| Library | 60,316 | | | | | | | |
| Man Years | 15.93 | | | | | | | |
| Editorial & Copy Preparation | 71,038 | | | | | | | |
| Man Years | 20.44 | | | | | | | |
| Reproduction | 176,787 | | | | | | | |
| Man Years | 45.96 | | | | | | | |
| Shipping | 45,691 | | | | | | | |
| Man Years | 13.46 | | | | | | | |
| Total Direct Personal Services | 861,907 | 21,180 | 21,265 | 43,865 | 71,433 | 37,512 | 99,604 | |
| Total Direct Man Years | 227.64 | 6.03 | 5.73 | 11.27 | 19.26 | 7.47 | 27.50 | |
| Overtime, Lump Sum Leave, FICA | 18,550 | 456 | 458 | 944 | 1,538 | 807 | 2,144 | |
| Operating Supplies | 201,340 | 339 | 340 | 702 | 1,143 | 600 | 2,264 | |
| Maintenance & Machine Rental | 4,748 | 126 | 120 | 235 | 402 | 156 | 574 | |
| Total Direct Costs | 1,686,545 | 22,101 | 22,183 | 45,746 | 74,516 | 39,075 | 104,586 | |
| <u>Administrative & Overhead Costs</u> | | | | | | | | |
| <u>Personal Services</u> | | | | | | | | |
| Man Years | 134,602 | 3,311 | 3,325 | 6,850 | 11,159 | 5,855 | 15,560 | |
| Overtime, Lump Sum Leave, FICA | 30.75 | .76 | .76 | 1.57 | 2.55 | 1.34 | 3.55 | |
| Travel and Guard Service | 2,574 | 71 | 71 | 146 | 238 | 125 | 332 | |
| Man Years | 53.100 | 1,306 | 1,312 | 2,703 | 4,402 | 2,310 | 6,138 | |
| Total Administrative & Overhead | 190,576 | 4,688 | 4,708 | 9,699 | 15,799 | 8,290 | 22,030 | |
| Total Cost | 1,277,121 | 26,789 | 26,891 | 55,445 | 90,315 | 47,365 | 126,616 | |
| Total Man Years | 258.39 | 6.79 | 6.49 | 12.84 | 21.81 | 8.81 | 31.05 | |
| Positions Required | 273 | 7 | 7 | 13 | 23 | 9 | 32 | |
| Additional Dollar Requirements | 54,154 | 738 | 1,893 | 625 | 4,414 | 954 | 3,441 | |
| Total Dollar Requirements | 1,331,275 | 27,527 | 28,784 | 56,068 | 94,729 | 48,319 | 130,057 | |
| <u>Unit Costs, Direct Costs Only:</u> | | | | | | | | |
| Units Produced | | 261,092 | 185,826 | 185,826 | 59,552 | 42,077 | 42,077 | 11, |
| Unit Costs | | .085 | .119 | .246 | 1.251 | .929 | 2.486 | |

(4,559
5,520
1,500

[illegible]

Personal Services Requirements by Operating Functions

Schedule I

PLAN "C"

| Function | Direct | | Indirect Supervision | | Total * | |
|--------------------------------------------------|---------------|----------------|----------------------|---------------|---------------|----------------|
| | M.Y. | Cost | M.Y. | Cost | M.Y. | Cost |
| A. Document Processing | | | | | | |
| 1. Document Receiving | 5.64 | 15,108 | .39 | 2,071 | 6.03 | 21,180 |
| 2. Rep. Check & Descript. Cat. | 20.87 | 72,338 | 1.39 | 7,342 | 22.06 | 79,679 |
| 3. Distribution Classification | 6.99 | 34,968 | .48 | 2,546 | 7.47 | 27,512 |
| 4. Security Check | 2.74 | 12,277 | .19 | 1,023 | 2.93 | 13,290 |
| B. Announcement | | | | | | |
| 1. Title Announcement Bulletin | 1.54 | 6,383 | .11 | 806 | 1.65 | 6,588 |
| C. Request Services | | | | | | |
| 1. Document Requests | 25.26 | 104,694 | 2.04 | 10,668 | 27.32 | 115,352 |
| 2. Distribution Record | 4.08 | 13,286 | .32 | 1,872 | 4.40 | 14,938 |
| 3. Document Supply | 10.37 | 33,589 | .81 | 4,248 | 10.88 | 37,837 |
| 4. Demand Bibliography | 9.08 | 35,902 | .62 | 3,230 | 9.70 | 39,192 |
| 5. Document Acquisition | 2.10 | 8,246 | .16 | 837 | 2.26 | 9,083 |
| D. Library | | | | | | |
| 1. Catalog Card File Maintenance | 9.38 | 37,979 | .72 | 3,828 | 10.10 | 41,807 |
| 2. Document Archives | 8.13 | 28,845 | .52 | 2,751 | 8.65 | 29,596 |
| 3. Reference Services | 5.48 | 20,875 | .35 | 1,849 | 5.83 | 22,724 |
| E. Editorial & Copy Preparation | | | | | | |
| 1. Editorial | .15 | 513 | .02 | 111 | .16 | 524 |
| 2. Typing | 11.61 | 43,211 | .87 | 5,307 | 12.48 | 48,518 |
| 3. Proofreading | 2.53 | 8,481 | .15 | 984 | 2.73 | 9,536 |
| 4. Illustration & Layout | 4.13 | 15,212 | .28 | 1,608 | 4.42 | 17,820 |
| F. Reproduction | | | | | | |
| 1. Photo Copy | 1.10 | 4,232 | .14 | 724 | 1.24 | 4,955 |
| 2. Microfilming | 4.28 | 15,383 | .32 | 1,749 | 4.60 | 17,132 |
| 3. Photo Duplicating | 2.08 | 8,463 | .20 | 1,080 | 2.28 | 7,523 |
| 4. Offset Duplicating | 3.91 | 16,367 | .27 | 1,477 | 4.15 | 17,844 |
| 5. Bindery (Collecting) | 2.08 | 7,021 | .14 | 782 | 2.22 | 7,803 |
| 6. Bindery (Cutting) | 8.40 | 30,566 | .62 | 3,402 | 9.02 | 33,968 |
| 7. Bindery (Drilling) | .25 | 850 | .01 | 111 | .27 | 961 |
| 8. Bindery (Bandaging) | .73 | 2,484 | .00 | 333 | .73 | 2,817 |
| 9. Bindery (Stitching) | 1.35 | 4,526 | .08 | 482 | 1.45 | 5,119 |
| 10. Stock Handling | 1.06 | 3,410 | .07 | 381 | 1.12 | 3,791 |
| 11. Control | 6.52 | 19,459 | .39 | 2,128 | 6.91 | 21,587 |
| 12. Microfilming | 12.06 | 42,630 | 1.61 | 8,242 | 13.70 | 50,172 |
| 13. Film Processing | 3.51 | 11,824 | .47 | 2,436 | 3.98 | 14,260 |
| 14. Microfilm Archives | 10.80 | 35,102 | 1.41 | 7,219 | 12.01 | 42,321 |
| 15. Process Airgraph | 5.02 | 17,485 | .30 | 4,083 | 5.32 | 21,573 |
| 16. Photo Prints | 6.27 | 26,752 | .32 | 4,200 | 7.09 | 32,952 |
| G. Shipping | | | | | | |
| 1. Addressograph | 4.72 | 14,807 | .36 | 1,851 | 5.08 | 16,658 |
| 2. AFI Cards | 2.59 | 9,255 | .20 | 937 | 2.79 | 10,232 |
| 3. Requested Documents | 3.74 | 12,502 | .29 | 1,862 | 4.03 | 13,664 |
| 4. Title Announcement Bulletin | 1.62 | 5,241 | .13 | 510 | 1.75 | 5,851 |
| 5. Reclassification Bulletin | .18 | 585 | .01 | 44 | .19 | 629 |
| 6. Demand Bibliography | .06 | 191 | - | - | .06 | 191 |
| 7. ASTIA Publications | .08 | 255 | - | - | .08 | 255 |
| 8. Form Letters | .22 | 712 | .02 | 88 | .24 | 800 |
| Total Direct Man Years & Salaries | 214.39 | 785,144 | 18.00 | 94,198 | 232.39 | 879,340 |
| Less Preparation of Manuals and Brochures | 3.97 | 16,571 | .78 | 2,862 | 4.75 | 17,433 |
| | 210.42 | 770,573 | 17.22 | 91,336 | 227.64 | 861,907 |

*Note: Total salaries in each work function reflect the third step of each grade.
The total salaries divided by the total number of employees equals average salary used in determining total costs for each function.

PLAN "C"

SCHEDULE II

Allocable Costs Other Than Direct Personal Services

| | | | |
|----------------------------------------------------------|--------------|-------------------|-----------------|
| Direct Personal Services, Overtime, Lump Sum Leave, FICA | | | \$ 18,55 |
| Administrative Salaries | Man Years | Salaries | |
| Administrative Personnel | 26 | 117,169 (4) | |
| Administrative Support | 4.75 | 17,533 (5) | |
| | <u>30.75</u> | <u>\$ 134,702</u> | |
| Administrative Overtime, Lump Sum Leave, FICA | | 2,874 (6)(7)(8) | |
| Total Administrative Personnel Costs | | | 137,476 |
| Guard Service | | | 43,50 |
| Temporary Duty Travel | | | 9,60 |
| Machine Maintenance and Rental | | | 6,78 |
| Total Except Supplies | | | <u>213,85</u> |
| Supplies | | | 201,34 |
| Total Allocable Costs | | | <u>\$415,21</u> |

- (1) Overtime represents 14 of Direct Personal Services costs
- (2) Terminal Leave represents 86.64 of total estimated payments
- (3) Social Security Taxes represents 86.64 of total estimated payments
- (4) Based on third step each employee
- (5) Includes distribution of 4.75 man years for manuals and brochures
- (6) Administrative Overtime represents 14 of salaries
- (7) Terminal Leave represents 15.46 of total estimated payments
- (8) Social Security Taxes represents 15.46 of total estimated payments
- (9) Fifteen guards at average salary of \$2900
- (10) Estimated
- (11) Distribution of Supplies shown on Schedule III

Distribution of Allocable Costs, Except Supplies, to Primary Activities
 (Based on Direct Personal Services Costs)

| Activity | Direct Salaries | Percent | Direct Overtime, Terminal Leave, FICA | Administrative Salaries | Admin. Overtime, Terminal Leave, FICA |
|-----------------------------------|------------------|---------------|---------------------------------------|-------------------------|---------------------------------------|
| Receiving | 21,180 | 3.46 | 56 | 3,311 | 71 |
| Duplicate Check | 21,265 | 2.47 | 458 | 3,325 | 71 |
| Document Storage Maintenance | 43,565 | 5.00 | 944 | 6,850 | 146 |
| Descriptive Cataloging | 71,433 | 8.29 | 1,538 | 11,159 | 236 |
| Distribution Classification | 37,512 | 1.35 | 807 | 5,855 | 125 |
| Microfilming | 99,604 | 11.56 | 2,144 | 15,560 | 332 |
| Catalog Card Preparation | 69,390 | 8.10 | 1,503 | 10,903 | 233 |
| Catalog Card Distribution | 20,439 | 2.36 | 421 | 3,204 | 68 |
| PAE Preparation | 60,090 | 6.97 | 1,293 | 9,382 | 200 |
| PAE Distribution | 15,110 | 1.75 | 325 | 2,356 | 50 |
| Microcards | 55,622 | 6.46 | 1,336 | 8,682 | 185 |
| Reclassification Bulletin Prep. | 608 | .07 | 13 | 94 | 2 |
| Reclassification Bulletin Distri. | 1,248 | .14 | 26 | 188 | 4 |
| Request Processing | 149,222 | 17.31 | 3,212 | 25,300 | 493 |
| Document Storage (Supply) | 38,273 | 4.44 | 824 | 5,976 | 128 |
| Document Reproduction | 70,310 | 8.16 | 1,514 | 10,984 | 235 |
| Document Acquisition | 3,730 | 1.01 | 187 | 1,379 | 29 |
| Demand Bibliography | 51,508 | 5.98 | 1,109 | 8,049 | 172 |
| Local Library Service | 26,038 | 3.02 | 560 | 4,265 | 87 |
| | <u>\$461,907</u> | <u>100.00</u> | <u>\$18,550</u> | <u>\$134,602</u> | <u>\$2,874</u> |

Costs

ave, FICA

\$ 18,550 (1)(2)(3)

| | |
|--------------|-------------------|
| Man Years | Salaries |
| 26 | 117,169 (4) |
| 4.75 | 17,433 (5) |
| <u>30.75</u> | <u>\$ 134,602</u> |
| | 2,874 (6)(7)(8) |

| |
|-----------------|
| 137,476 |
| 13,500 (9) |
| 9,600 (10) |
| 4,718 (10) |
| <u>215,294</u> |
| 201,340 (11) |
| <u>\$14,954</u> |

Services Costs

Estimated payments

Total estimated payments

Manuals and brochures

Salaries

Estimated payments

Total estimated payments

III

to Primary Activities

Costs

| Direct Over- time, Terminal Leave, FICA | Administrative Salaries | Admin. Over- time, Terminal Leave, FICA | Travel & Guard Service | Machine Maintenance & Rental | Administrative Man Years |
|-----------------------------------------------|----------------------------|-----------------------------------------------|---------------------------|------------------------------------|-----------------------------|
| 456 | 3,311 | 71 | 1,306 | 126 | .76 |
| 458 | 3,325 | | 1,312 | 126 | .76 |
| 924 | 6,850 | 125 | 2,703 | 235 | 1.57 |
| 1,556 | 11,179 | 238 | 4,402 | 402 | 2.55 |
| 807 | 5,855 | 125 | 2,310 | 156 | 1.34 |
| 2,114 | 15,560 | 132 | 6,138 | 574 | 3.55 |
| 1,503 | 10,903 | 233 | 4,301 | 393 | 2.19 |
| 441 | 3,201 | 68 | 1,264 | 120 | .73 |
| 1,253 | 9,382 | 200 | 3,702 | 353 | 2.14 |
| 865 | 2,336 | 150 | 929 | 96 | .54 |
| 1,436 | 8,682 | 185 | 3,425 | 276 | 1.98 |
| 13 | 92 | 2 | 37 | 3 | .02 |
| 26 | 188 | 4 | 74 | 8 | .04 |
| 3,212 | 23,300 | 498 | 9,192 | 803 | 5.32 |
| 824 | 5,976 | 128 | 2,358 | 209 | 1.37 |
| 1,514 | 10,984 | 231 | 4,333 | 408 | 2.52 |
| 187 | 1,359 | 28 | 536 | 47 | .31 |
| 1,109 | 8,049 | 172 | 3,175 | 269 | 1.84 |
| 360 | 4,065 | 87 | 1,604 | 150 | .93 |
| <u>\$18,550</u> | <u>\$134,602</u> | <u>\$2,874</u> | <u>\$53,100</u> | <u>\$4,718</u> | <u>30.75</u> |

OPERATING SUPPLIES

SECTION III

PLAT 10

| Description | Justification |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Photo Offset Plates | (a) Documents to catalog: 170 per day x 250 days = 42,000 per year. + 6 per layout (b) 76 A21 documents per day requiring extra plates (c) TAB - 52 pages per week x 52 weeks (d) Forms to print, 55 x 6 printings (Avg 3 pages) (e) Declassification Bulletin, 10 pages, Monthly (f) Prefab Bibliographies 11,285 subject headings x 2 reproductions - 6 per layout (g) Listing scientific & technical reports; ASTIA Products & Services, disseminated |
| Paper, Densitron, Gum Paper, Index, Bristol Paper, Offset | for Franked Stickers For 11,480,000 cards (a) TAB, 744 pages x 4,000 runs (b) Wire Forms 72-1/2" x 35" sheets (c) Scientific & Technical reports (d) Misc. Reproductions |
| Paper, Masking Paper, Enlarging, Copy Screen Plates Miscellaneous Paper for ton Supplies Miscellaneous Address graph parts Miscellaneous Fluorescent supplies Corrugated cardboard boxes Binding Wire Family Envelopes Non-penalty envelopes Master Mailer Cartons Paper, Photographic | Form 1 Misc. reproduction Repair parts for Multilith, special ink, cleaner sheets, cleaning solution, etc. 1000 each of 3 sizes 4 sizes 3 sizes 2 sizes Normal workload is based on 275 requests per day, avg. 50 pages per document, total of 13,900 pages required per day, or 28 rolls Based on 275 requests per day. Daily use 4 packages Based on 275 requests per day. Daily use 3-1/3 packages Based on 275 requests per day. Daily use 3-1/2 packages Unit cost same as airgraph chemicals. Based on 62 documents processed daily, totaling 3600 cards, or 5 rolls of paper Based on 62 documents processed daily requiring 3 rolls daily For reproducing 20 small requests daily To remove curl from photographic paper For enlarger, paper chopper, etc. For restoration of documents; making badges, signs etc. For restoration of documents; making badges, signs etc. For restoration of documents; making badges, signs etc. For restoration of documents; making badges, signs etc. For restoration of documents; making badges, signs etc. |
| Chemicals, Developer, (Airgraph) Chemicals, Stop Chemicals, Fix Chemicals for Processing Microcard Paper, Microcard Microfilm Oculid paper and film Solution, print straightener Miscellaneous spare parts Drawing Paper & Illustration board Paints, Oils Drawing Instruments Brushes and Pencil Miscellaneous ink, pens, spray, etc. | |

Total Cost, Operating Supplies

Notes: Distribution of costs other than those directly chargeable are distributed on basis of known usage.

| | Quantity per yard | Unit Cost | Total Cost | | PLAN A | | PLAN B | |
|---------------------|----------------------|--------------|---------------|----|----------------------|-----------|----------------------|-----------|
| | | | | | Percent of Plan C | Cost | Percent of Plan C | Cost |
| + 6 per layout | 7,000 | \$.22 ea. | \$ 1,540 | 1 | 82 | \$ 1,263 | 82 | \$ 1,263 |
| | 3,166 | .22 ea. | 696 | 2 | 82 | 571 | 82 | 571 |
| | 3,744 | .22 ea. | 824 | 3 | - | - | 77 | 634 |
| | 990 | .22 ea. | 217 | 4 | 100 | 217 | 100 | 217 |
| | 120 | .22 ea. | 26 | 5 | 74 | 19 | 74 | 19 |
| - 6 per layout | 3,755 | .22 ea. | 826 | 6 | 100 | 826 | 100 | 826 |
| ee. Miscellaneous | 3,700 | .22 ea. | 1,254 | 7 | 100 | 1,254 | 100 | 1,254 |
| | | | 250 | 8 | 100 | 250 | 100 | 250 |
| | 231,584 | .0092 ea. | 6,753 | 9 | 74 | 4,997 | 74 | 4,957 |
| | 1,872,000 | .0136 ea. | 25,459 | 10 | - | - | 77 | 19,603 |
| | 400,000 | .0136 ea. | 5,440 | 11 | 100 | 5,440 | 100 | 5,440 |
| | 9,000 | .0136 ea. | 122 | 12 | 100 | 122 | 100 | 122 |
| | 5,000 | .0136 ea. | 68 | 13 | 100 | 68 | 100 | 68 |
| | 12,000 | .0083 ea. | 991 | 14 | 85 | 991 | 85 | 991 |
| | 450,000 | 1.02 per H | 909 | 15 | 77 | 700 | 77 | 700 |
| | 20 | 17.00 ea. | 340 | 16 | 100 | 340 | 100 | 340 |
| ing machine, etc. | - | - | 3,290 | 17 | 100 | 3,290 | 100 | 3,290 |
| | - | - | 100 | 18 | 100 | 100 | 100 | 100 |
| | - | - | 371 | 19 | 100 | 371 | 100 | 371 |
| | 3,000 | .0156 ea. | 50 | 20 | 100 | 50 | 100 | 50 |
| | 20 | 1.00 ea. | 20 | 21 | 100 | 20 | 100 | 20 |
| | 700,000 | .0092 ea. | 6,382 | 22 | 74 | 4,723 | 74 | 4,723 |
| | 175,000 | .0118 ea. | 2,073 | 23 | 74 | 1,536 | 74 | 1,536 |
| | 1,000 | .0029 ea. | 300 | 24 | 100 | 300 | 100 | 300 |
| per documents, or a | | | | | | | | |
| | 4,500 | 35.00 ea. | 112,500 | 25 | 52 | 95,625 | 52 | 98,500 |
| | 1,000 | 2.05 ea. | 2,050 | 26 | 52 | 2,750 | 52 | 14,300 |
| | 833 | 5.20 ea. | 4,330 | 27 | 52 | 4,330 | 52 | 22,52 |
| | 813 | 4.80 ea. | 3,900 | 28 | 52 | 9900 | 52 | 30,28 |
| | - | - | 450 | 29 | - | - | 77 | 347 |
| rolls of paper | 1,250 | 12.04 ea. | 15,050 | 30 | - | - | 77 | 11,989 |
| | 750 | 1.78 ea. | 1,335 | 31 | 77 | 1,078 | 77 | 1,023 |
| | | | 500 | 32 | 100 | 500 | 100 | 500 |
| | | | 500 | 33 | 100 | 500 | 100 | 500 |
| | | | 700 | 34 | 100 | 700 | 100 | 700 |
| | | | 388 | 35 | 100 | 388 | 100 | 388 |
| | | | 224 | 36 | 100 | 224 | 100 | 224 |
| | | | 200 | 37 | 100 | 200 | 100 | 200 |
| | | | 276 | 38 | 100 | 276 | 100 | 276 |
| | | | 465 | 39 | 100 | 465 | 100 | 465 |
| | | | \$201,340 | | | \$337,734 | | \$427,512 |

Distribution of Costs of Operating Supplies

2000

[illegible]

[illegible]

MAINTENANCE AND MACHINES RENTAL

Schedule IV

PLAN C

| | |
|--------------------------------------------------|-----------|
| Rental of Xerox | \$ 600 |
| Service Contract for Cameras | 1,000 |
| Contract for Electrical Services | 500 |
| Contract for Plumbing Services | 2,000 |
| Contract for Repairs to Processor and Printer | 600 |
| Contract for Sharpening Cutter Blades and Drills | <u>48</u> |
| | \$4,748 |

SECTION IV WORKLOAD SURVEY

Planning for future operations of the Document Service Center has been developed from a workload survey which completely disregarded the existing organization and reduced each functional area to its component parts. The requirements for each component necessary to accomplish a service were based both on experience and statistics gathered from existing records for previous years and on current workload data. Within each component a work standard was established. These standards are based on individual productivity rates and wherever possible were related to commercial and/or industrial standards for the same work. In order to obtain the productive man days necessary to accomplish the work in a given area, the established standard was divided into the workload for a complete fiscal year. This figure is the productive man days for a given job. To obtain the gross man days, the productive man days were multiplied by the standard factor of 1.20308. This gross man days figure was divided by 230 to obtain the gross man years required in each functional area. The sum of the gross man years for all functional areas gives the number of direct man years necessary to fulfill the DSC part of the ASTIA mission.

Further elaborations representing operating plans based on this workload survey have been incorporated in the several exhibits. The difference between the workload survey and these exhibits lies principally in that the workload survey disregards organization and establishes basic productive man years while the various plans based on these production statistics include the cost of both direct and indirect supervision, supplies, and other operating essentials.

| FUNCTIONAL AREAS | | DESCRIPTION OF WORK | PRODUCTIVITY RATE | VOLUME |
|------------------|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-----------------------------------|
| A. | Document Processing | The processing program represents a series of steps in treating acquired documents so that they can be intelligibly and accurately announced and so that their contents will be exploited to the fullest possible advantage to the Dept. of Defense Research and Development program. Accuracy is essential as improper cataloging would result in the material not being found when required. | _____ | 221,680 reports/year |
| 1. | Document Receiving Check | | | |
| | Initial Screening | Record all incoming reports for statistical purposes. Eliminate non-pertinent materials. (3 1/2 doc./day). Sort material by originating agency for processing. (This desk also stamps extra copies of reports found to be duplicates by Duplicate Screening. See Operation A.2). | 450 items/man day | 886 -37 849 reports & dupe. |
| | Disposition and Routing | Record routing of received items: to Processing Line; to destruction; to sender; to other interested Offices. Handle destruction of classified matter when required. | 700 items/man day | 849 domestic & foreign |
| | Supervisory | _____ | _____ | _____ |
| 2. | Duplicate Screening & Descriptive Cataloging | Identify documents previously cataloged and descriptively catalog new titles. | 19 titles descriptively cataloged/man day | 204 new titles/day |
| | Cataloging Review | Check accuracy of entries made by catalogers, above. | 80 titles/man day | 204 new titles/day |
| | Supervisory | Administrative and Supervision | _____ | _____ |
| 3. | Duplicate Screening & Descriptive Cataloging (Foreign) | Same as 2 above (for material of Foreign origin). | Same as 2 above. | _____ |
| | Cataloging Review | Same as 2 above (Acts as Supervisor). | Same as 2 above. | _____ |
| 4. | Abstract (Foreign Language) | Prepare abstracts and translate titles of foreign language documents. | 8 abstracts/man day | 11 titles/day |
| | Abstract Review | Review all abstracts prepared (Acts as Supervisor) | Indeterminate | 11 titles/day |
| 5. | Distribution Classification | Classify documents by Subject Division and Subject Section for distribution control. Initiate and enter appropriate distribution limitations on work sheets. Annotate inadequate titles (within limits). Determine extent of further processing and announcement. (ATI, UTI and TAB). Designate those titles to be microcarded. | 36 titles/man day | 137 titles/day |
| | Subject Cataloging | Assign Specific Subject headings to new title | 40 titles/man day | 137 titles/day |
| | Supervisory and Review | Review all entries made by classifiers also act in supervisory capacity. | Entire output (rate indeterminate) | _____ |
| 6. | Security Check | Check and verify security classification of doc. in accordance with current authority lists. | 125 titles/man day | 137 titles/day |
| | Supervisory and Review | Review and supervise work of checkers. Take necessary steps to reconcile apparent inconsistencies in security classification by correspondence, etc., with authoritative sources. Responsible for compilation of entries for reclassification bulletin. | Entire output (rate indeterminate) | _____ |

| Y RATE | PLAN "A" | | | | PLAN "B" | | | | VO |
|--------|------------------------|----------------------|-------------------|--------------------|------------------------|----------------------|-------------------|--------------------|-----------------------|
| | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS | |
| | 221,480 reports/year | — | — | — | 221,480 reports/year | — | — | — | 221,480 reports/year |
| | | | | | | | | | 79,224 reports/year |
| | | | | | | | | | 281,092 total/year |
| | 886 | 472 | 567.8 | 2.18 | 886 | 472 | 567.8 | 2.18 | 281,092 total reports |
| | -37 | | | | -37 | | | | 1,044 reports/day |
| | 849 reports & dups. | | | | 849 reports & dups. | | | | - 37 reports/day |
| | | | | | | | | | 1,007 reports & dups |
| | 849 domestic & foreign | 304 | 365.7 | 1.41 | 849 domestic & foreign | 304 | 365.7 | 1.41 | 1,007 reports/day |
| | | 1 man year | — | 1.00 | | 1 man year | — | 1.00 | — |
| | 204 new titles/day | 2,680 | 3,224.3 | 12.40 | 204 new titles/day | 2,680 | 3,224.3 | 12.40 | 242 new titles/day |
| | 204 new titles/day | 637 | 766.4 | 2.95 | 204 new titles/day | 637 | 766.4 | 2.95 | 242 new titles/day |
| | | 1 man year | — | 1.00 | | 1 man year | — | 1.00 | — |
| | | — | — | — | | — | — | — | — |
| | | — | — | — | | — | — | — | — |
| | 11 titles/day | 400 | 400.0 | 1.50 | | — | — | — | — |
| | 11 titles/day | — | — | — | | — | — | — | — |
| | 137 titles/day | 979 | 1177.8 | 4.53 | 137 titles/day | 979 | 1177.8 | 4.53 | 168 titles/day |
| | 137 titles/day | 856 | 1029.8 | 3.96 | 137 titles/day | 856 | 1029.8 | 3.96 | — |
| | | 1 man year | — | 1.00 | | 1 man year | — | 1.00 | — |
| | 137 titles/day | 274 | 329.6 | 1.27 | 137 titles/day | 274 | 329.6 | 1.27 | 168 titles/day |
| | | 1 man year | — | 1.00 | | 1 man year | — | 1.00 | 168 titles/day |

| GROSS MAN YEARS | PLAN "B" | | | | PLAN "C" | | | |
|--------------------|-----------------------------------|----------------------|-------------------|--------------------|--------------------------------------------------------------------------------------------------------------------|----------------------|-------------------|--------------------|
| | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS |
| --- | 221,480 reports/year | --- | --- | --- | 221,480 reports/year DSC | --- | --- | --- |
| | | | | | $\frac{79,224}{2}$ reports/year TID | | | |
| | | | | | 281,092 total/year ASTIA | | | |
| 2.18 | 886 -37 849 reports & dups. | 472 | 567.8 | 2.18 | 281,092 total reports/year ASTIA 1,044 reports/day gross - 37 reports/day valueless 1,007 reports & dups. | 559 | 672.5 | 2.59 |
| 1.41 | 849 domestic & foreign | 304 | 365.7 | 1.41 | 1,007 reports/day | 360 | 433.1 | 1.67 |
| 1.00 | --- | 1 man year | --- | 1.00 | --- | 1 man year | --- | 1.00 |
| 12.40 | 204 new titles/day | 2,680 | 3,224.3 | 12.40 | 242 new titles/day | 3,185 | 3,831.8 | 14.74 |
| 2.95 | 204 new titles/day | 637 | 768.4 | 2.95 | 242 new titles/day | 757 | 910.7 | 3.50 |
| 1.00 | --- | 1 man year | --- | 1.00 | --- | 1 man year | --- | 1.00 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1.50 | --- | --- | --- | --- | --- | --- | --- | --- |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 4.53 | 137 titles/day | 979 | 1,177.8 | 4.53 | 168 titles/day | 1,200 | 1,443.7 | 5.55 |
| 3.96 | 137 titles/day | 856 | 1,029.8 | 3.96 | --- | --- | --- | --- |
| 1.00 | --- | 1 man year | --- | 1.00 | --- | 1 man year | --- | 1.00 |
| 1.27 | 137 titles/day | 274 | 329.6 | 1.27 | 168 titles/day | 336 | 404.2 | 1.55 |
| 1.00 | --- | 1 man year | --- | 1.00 | 168 titles/day | 1 man year | --- | 1.00 |

| FUNCTIONAL AREAS | | DESCRIPTION OF WORK | PRODUCTIVITY RATE | VOLUME |
|------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A. | 7. Document Processing Cataloging Standards and Authority Records | Establish and maintain uniform authority lists of Originating and Publishing agencies. Maintain security authority file. Develop uniform rules for descriptive cataloging, abbreviation standards, cataloging format, etc. | Rate indeterminate (Supporting Function) | _____ |
| | Cataloging Branch (Chief) | Responsible for adherence to above procedures. | _____ | _____ |
| B. | Announcement | | | |
| | 1. Title Announcement Bulletin (TAB) | Prepare copy for Title Announcement Bulletin, arranging by Subject Divisions and security classifica- tions. In addition to the entries required for TAB this material is used as a control file in the prepa- ration of layouts for card reproduction. | 100 entries/man day | _____ |
| C. | Request Services | | | |
| | 1. Document Requests | | | |
| | a. Screening of Requests | Check incoming requests against Using Agency Roster to determine whether requestor is an eligible user (i.e. contractor to one of the military services, military or other government agency.) The Using Agency Roster is based upon a certification by an appropriate Dept. of Defense Agency of the "need-to-know" of each user. Determine whether items requested are of type normally included in ASTIA's holdings. Make disposition of requests to proces- sors, bibliographers, by referral, or return to requestor in cases of ineligibility. Record disposition and assign se- quence (order) numbers. Conduct necessary correspond- ence. Has complete authority over handling and initiation of all requests. Administers all request operations. | Entire Volume (Estimated between 110-120 requests/day) | 59 request/days (295 items/day) screening (103 items/day) identification (295 items/day) limitations (295 items/day) validity (295 items/day) sorting (18 items/day) check release |
| | b. Request Processing | Identify items not requested by stock (ATI) number. Determine availability of requested documents. Initiate order for reproduction of documents in cases where an issue copy is not available in stock. Determine qualifi- cations of requestor to receive the item requested from viewpoint of security clearance, "need-to-know", and applicability of any special distribution limitations. Prepare correspondence to requestor regarding any phase of request. Refer requests for documents not contained in D6C files for acquisition action. Obtain documents from stock or from reproduction. Prepare completed orders for packaging. | 15 requests/day | _____ |
| | | Perform clerical and administrative operations in support of order processing. | 15 requests/day | _____ |
| | c. Request Authority Records (1) Using Agency Roster | Establish and maintain records of security clearances, "need-to-know" certifications, contract numbers, authorized addresses and signatures and other data pertinent to official communication between ASTIA and agencies of the Dept. of Defense and its contractors with regard to release of classified documentary material | 200 roster changes/day 50 contracts rec'd/day file maintenance | _____ |

[illegible]

| | | PLAN "B" | | | | PLAN "C" | | | |
|----|--------------------------------------------|--------------------------------|----------------------|-------------------|--------------------|---------------------------------------|----------------------|-------------------|--------------------|
| Y8 | GROSS MAN YEARS | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS |
| | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| | 1.00 | _____ | 1 man year | _____ | 1.00 | _____ | 1 man year | _____ | 1.00 |
| | _____ | 97 entries/day | 243 | 292.3 | 1.00 | 127 entries/day | 318 | 382.6 | 1.47 |
| | 2.00 | 59 requests/day (319 items) | 2 man years | _____ | _____ | 123 requests/day ASTIA (558 items) | 3 man years | _____ | 3.00 |
| | .97 3.31 2.80 3.10 4.17 1.3 | | | | | | | | |
| | _____ | 59 requests/day | 983 | 1,182.6 | 4.55 | 123 requests/day ASTIA | 2,017 | 2,426.6 | 9.33 |
| | | | | | | | | | |
| | _____ | 59 requests/day | 983 | 1,182.6 | 4.55 | 123 requests/day ASTIA | 2,017 | 2,426.6 | 9.33 |
| | 3.00 | _____ | 3 man years | _____ | 3.00 | _____ | 3 man years | _____ | 3.00 |

| FUNCTIONAL AREAS | | DESCRIPTION OF WORK | PRODUCTIVITY RATE | VOLUME |
|------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------|
| C. | Request Services | | | |
| 2. | Distribution Records | Maintain permanent record of all distribution actions completed, including receipts for classified documents shipped. | 300 pieces/man day | 360 pieces/day |
| | a. Supervisor (Chief, Distribution Records) | Administration of distribution records, perform necessary supervision. | _____ | _____ |
| 3. | Document Supply | | | |
| | a. Filing Duplicate Copies | Organize documents by stock number. Furnish data on Secret documents to be filed for accountability records. | 350 items/man day | 645 doc./day |
| | b. Pulling Requested Copies | Match requisitioned items by stock number with filed documents, pull documents, check indicated security classification of documents against requisition and note any discrepancies. Furnish data for accountability records on Secret items being shipped. Initiate requisition on Photo Reproduction Section for necessary number of copies when requested items are not in stock. | 125 items/man day | 123 doc./day |
| | c. Classification Check | Where security classification as indicated on document does not agree with that entered on requisition form, correct security is determined and document classification changed with authority notation. | _____ | _____ |
| | d. Accountability Record | Accurate inventory maintained on number of copies of Secret documents (by stock number) contained in document supply. | 700 postings/man day | 129 entries/day |
| | e. Surplus Disposal | Continuing activity on disposal of surplus copies of older documents for conservation of supply space. | 350 items/man day | 523 doc./day |
| | f. Catalog and Microcard Supply | File cards into pigeonholes by stock number. Pull microcards from pigeonholes by stock number for shipment in lieu of paper copy when user has requested the document in this form. Furnish data to accountability records on Confidential microcards pulled for shipment. | Indeterminate | Indeterminate |
| 4. | Demand Bibliographies | | | |
| | a. Bibliography Research | Determine Subject Headings corresponding to scope of bibliography request. Determine limitations of bibliography content with respect to security and "need-to-know". Compile list of stock numbers corresponding to required bibliography entries. Extensive discussions with project engineer are frequently required to develop scope of project. | 1.5 bibliographies/man day | 6.3 D.B./day |
| | b. Bibliography Compilation | Select catalog cards corresponding to bibliography compilation. Prepare completed bibliography for transmission with appropriate correspondence. | 3 bibliographies/man day | 1.3 D.B./day |
| | c. Supervisor (Chief, Librarian) | Review work of bibliography clerks and perform necessary administration duties. | _____ | _____ |

| ACTIVITY RATE | PLAN "A" | | | | PLAN "B" | | | | |
|-----------------|-----------------|----------------------|-------------------|--------------------|-----------------|----------------------|-------------------|--------------------|--|
| | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS | |
| pieces/man day | 360 pieces/day | 300 | 360.9 | 1.39 | 360 pieces/day | 300 | 360.9 | 1.39 | |
| | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | |
| docs/man day | 645 doc./day | 461 | 554.6 | 2.13 | 645 doc./day | 461 | 554.6 | 2.13 | |
| | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | |
| docs/man day | 123 doc./day | 245 | 294.8 | 1.13 | 123 doc./day | 245 | 294.8 | 1.13 | |
| | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | |
| | _____ | 1 man year | _____ | 1.00 | _____ | 1 man year | _____ | 1.00 | |
| entries/man day | 129 entries/day | 46 | 55.3 | .21 | 129 entries/day | 46 | 55.3 | .21 | |
| | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | |
| docs/man day | 523 doc./day | 373 | 448.7 | 1.73 | 523 doc./day | 373 | 448.7 | 1.73 | |
| | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | |
| Indeterminate | Indeterminate | 1 man year | _____ | 1.00 | Indeterminate | 1 man year | _____ | 1.00 | |
| | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | |
| graphics/day | 5,300 B./day | 883 | 1062.3 | 4.09 | 5,300 B./day | 883 | 1062.3 | 4.09 | |
| | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | |
| graphics/day | 5,300 B./day | 442 | 531.8 | 2.05 | 5,300 B./day | 442 | 531.8 | 2.05 | |
| | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | |
| | _____ | 1 man year | _____ | 1.00 | _____ | 1 man year | _____ | 1.00 | |

| YS | PLAN "B" | | | | | PLAN "C" | | | |
|----|--------------------|-----------------|----------------------|-------------------|--------------------|-----------------|----------------------|-------------------|--------------------|
| | GROSS MAN YEARS | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS |
| | 1.39 | 360 piece*/day | 300 | 360.9 | 1.39 | 733 pieces/day | 611 | 735.1 | 2.89 |
| | _____ | _____ | _____ | _____ | _____ | _____ | 1 man year | _____ | 1.00 |
| | 2.13 | 645 doc. /day | 461 | 554.6 | 2.13 | 1,028 doc. /day | 741 | 891.5 | 3.43 |
| | 1.13 | 123 doc. /day | 245 | 294.8 | 1.13 | 219 doc. /day | 437 | 525.7 | 2.02 |
| | 1.00 | _____ | 1 man year | _____ | 1.00 | Indeterminate | 1 man year | _____ | 1.00 |
| | .21 | 129 entries/day | 46 | 55.3 | .21 | 187 entries/day | 67 | 80.6 | .31 |
| | 1.73 | 523 doc. /day | 373 | 448.7 | 1.73 | 571 doc. /day | 408 | 490.9 | 1.89 |
| | 1.00 | Indeterminate | 1 man year | _____ | 1.00 | Indeterminate | 1 man year | _____ | 1.00 |
| | 4.09 | 5.3 D.B./day | 843 | 1062.3 | 4.09 | 6.5 D.B./day | 1083 | 1302.9 | 5.01 |
| | 2.05 | 5.3 D.B./day | 441 | 531.8 | 2.05 | 6.5 D.B./day | 542 | 652.1 | 2.51 |
| | 1.00 | _____ | 1 man year | _____ | 1.00 | _____ | 1 man year | _____ | 1.00 |

| FUNCTIONAL AREA | | DESCRIPTION OF WORK | PRO. ACTIVITY RATE | VOLUME |
|-----------------|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C. | Request Services | | | |
| | 5. Document Acquisition | <p>Conduct correspondence necessary to acquire requested documents not available within ASTIA's holdings. Determine sources to be contacted for demand acquisition. Perform typing, clerical and filing operations in support of function.</p> <p>Establish and implement a program for the acquisition of documents by ASTIA, including a systematic study of acquisition sources in support of a continuing effort to have included on all distribution lists for Dept. of Defense reports.</p> <p>File copies of requisition actions taken and completed. File correspondence and maintain necessary records.</p> | 15 Acquisition Actions/ man day | 37 Acc. Act./day |
| | a. 1 File Clerk | | Indeterminate | _____ |
| D. | Library | | | |
| | Administration Supervisor Chief Librarian Clerk Typist | <p>Implement policies and procedures and provide necessary administration.</p> <p>Handle routine clerical functions, and correspondence and maintain necessary records.</p> | _____ | _____ |
| | 1. Catalog Card File Maintenance | <p>Organize new catalog cards in accordance with the various catalogs and inter file in these catalogs. Organize and interfile</p> <p>Average of 3 cards/doc. 1 card/doc. Average 2 cards/doc. (Approx. 55% have Military Sponsors) 1 card/doc. (Approx. 55% result from Contracts) 1 card/doc. 2 cards/doc. based on number of foreign doc. cataloged Derived from documents cataloged Numerical series of all documents cataloged Compilation of Demand Bibliographies</p> <p>Log new document numbers on subject heading cards Supervision and administration over maintenance of card catalogs.</p> | <p>300 cards/man day 300 cards/man day 300 cards/man day 300 cards/man day 300 cards/man day 300 cards/man day 300 cards/man day 300 cards/man day 300 cards/man day 300 cards/man day 375 cards/man day</p> <p>500 entries/man day</p> | <p>411 cards/day 137 cards/day 274 cards/day 75 cards/day 75 cards/day 30 cards/day 229 cards/day 204 cards/day 411 cards/day</p> <p>411 entries/day</p> |
| | 2. Document Archives | | | |
| | a. Master Shelf List Maintenance | <p>Make changes on shelf list cards pertaining to security classification and distribution limitations.</p> | 160 changes/man day | 1,800 changes/year |
| | b. Document Collection | <p>File permanent single copies of new documents. Change security classification and distribution limitations as necessary. Change markings on documents as required. Log in, check and bind documents prior to filing.</p> <p>Maintain "vintage" document collection used for historical reference, patent cases, etc.</p> | <p>350 titles/man day</p> <p>40 titles/man day 125 titles/man day</p> | <p>204 titles/day</p> <p>1,800 changes/year 204 titles/day</p> |
| | c. Loan Service (Local) | <p>Accomplish "Charge In" and "Charge Out" on documents loaned to requesters. Loans are made on basis of poor reproducible copy available or to meet emergency requests (25 per day). Documents are also pulled for reference in the library and have to be refilled. (Averages 6 documents each for 40 reference queries per day.)</p> | 100 loans/man day | 302 loans/day |

| PLAN "A" | | | | PLAN "B" | | | | |
|--------------------|----------------------|-------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------|--------------------|-----------------------------------------------------------------------------------|
| VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS | VOLUME |
| 37 Acq. Act./day | 620 | 745.9 | 2.87 | 16 Acq. Act./day (Assumed that 1/2 the request will be cancell- ed immediately when requestor is informed that we don't have items) | 310 | 373.0 | 1.43 | 16 Acq. Act./day (Assumed that 1/2 the total acquisition reqs are local) |
| _____ | 1 man year | _____ | 1.00 | _____ | 1 man year | _____ | 1.00 | entire Volume |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | 1 man year | _____ | _____ | _____ | 1 man year | _____ | _____ | _____ |
| _____ | 1 man year | _____ | _____ | _____ | 1 man year | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 411 cards/day | 343 | 412.7 | 1.59 | 411 cards/day | 343 | 412.7 | 1.59 | 504 cards/day |
| 137 cards/day | 114 | 137.2 | .53 | 137 cards/day | 114 | 137.2 | .53 | 168 cards/day |
| 274 cards/day | 228 | 274.3 | 1.06 | 274 cards/day | 228 | 274.3 | 1.06 | 336 cards/day |
| 75 cards/day | 63 | 75.8 | .29 | 75 cards/day | 63 | 75.8 | .29 | 93 cards/day |
| 75 cards/day | 63 | 75.8 | .26 | 75 cards/day | 63 | 75.8 | .26 | 93 cards/day |
| 30 cards/day | 25 | 30.1 | .12 | 30 cards/day | 25 | 30.1 | .12 | 40 cards/day |
| 229 cards/day | 191 | 229.8 | .88 | 229 cards/day | 191 | 229.8 | .88 | 280 cards/day |
| 204 cards/day | 170 | 204.5 | .79 | 204 cards/day | 170 | 204.5 | .79 | 242 cards/day |
| 411 cards/day | 274 | 329.6 | 1.27 | | | | | 504 cards/day |
| 411 entries/day | 205 | 246.6 | .96 | 411 entries/day | 205 | 246.6 | .96 | 504 entries/day |
| _____ | 1 man year | _____ | 1.00 | _____ | 1 man year | _____ | 1.00 | _____ |
| 1,800 changes/year | 11.25 | 13.5 | .05 | 1,800 changes/year | 11.25 | 13.5 | .05 | 1,800 changes/year |
| 204 titles/day | 146 | 175.6 | .68 | 204 titles/day | 146 | 175.6 | .68 | 242 titles/day |
| 1,800 changes/year | 45 | 54.1 | .21 | 1,800 changes/year | 45 | 54.1 | .21 | 1,800 changes/year |
| 204 titles/day | 408 | 490.9 | 1.89 | 204 titles/day | 408 | 490.9 | 1.89 | 242 titles/day |
| 302 loans/day | 755 | 908.3 | 3.49 | 302 loans/day | 755 | 908.3 | 3.49 | 302 loans/day |

| GROSS MAN YEARS | PLAN "B" | | | | PLAN "C" | | | |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------|--------------------|--------------------------------------------------------------------------------------|----------------------|-------------------|--------------------|
| | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS |
| 2.87 | 19 Acq. Act./day (Assumed that 1/2 the requests will be cancell- ed immediately when requestor is informed that we don't have items) | 310 | 378.0 | 1.48 | 12 Acq. Act./day (Assumed that 1/3 the total acquisition actions are local) | 210 | 252.6 | .97 |
| 1.00 | _____ | 1 man year | _____ | 1.00 | Entire Volume | 1 man year | _____ | 1.00 |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | 1 man year | _____ | _____ | _____ | 1 man year | _____ | 1.00 |
| _____ | _____ | 1 man year | _____ | _____ | _____ | 1 man year | _____ | 1.00 |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 1.59 | 411 cards/day | 343 | 412.7 | 1.59 | 504 cards/day | 420 | 505.2 | 1.94 |
| .53 | 137 cards/day | 114 | 137.2 | .53 | 168 cards/day | 140 | 168.4 | .65 |
| 1.06 | 274 cards/day | 228 | 274.3 | 1.06 | 336 cards/day | 280 | 336.9 | 1.30 |
| .29 | 75 cards/day | 65 | 75.8 | .29 | 98 cards/day | 78 | 98.8 | .36 |
| .29 | 75 cards/day | 63 | 75.8 | .29 | 98 cards/day | 78 | 98.8 | .36 |
| .12 | 30 cards/day | 25 | 30.1 | .12 | 40 cards/day | 33 | 39.7 | .15 |
| .88 | 229 cards/day | 191 | 229.8 | .88 | 280 cards/day | 234 | 280.3 | 1.08 |
| .79 | 204 cards/day | 170 | 204.5 | .79 | 242 cards/day | 202 | 243.0 | .93 |
| 1.27 | | | | | 504 cards/day | 336 | 404.2 | 1.55 |
| .96 | 411 entries/day | 205 | 246.6 | .96 | 504 entries/day | 252 | 303.2 | 1.17 |
| 1.00 | _____ | 1 man year | _____ | 1.00 | _____ | 1 man year | _____ | 1.00 |
| .05 | 1,800 changes/year | 11.25 | 13.5 | .05 | 1,800 changes/year | 11.25 | 13.5 | .05 |
| .68 | 204 titles/day | 146 | 175.8 | .68 | 242 titles/day | 173 | 208.1 | .80 |
| .21 | 1,800 changes/year | 45 | 54.1 | .21 | 1,800 changes/year | 45 | 54.1 | .21 |
| 1.80 | 204 titles/day | 408 | 480.9 | 1.89 | 242 titles/day | 484 | 582.8 | 2.24 |
| 3.49 | 302 loans/day | 755 | 908.3 | 3.49 | 302 loans/day | 755 | 908.3 | 3.49 |

| FUNCTIONAL AREAS | | DESCRIPTION OF WORK | PRODUCTIVITY RATE | VOLUME |
|------------------|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------|
| D. | Library | | | |
| 2. | Document Archives | | | |
| | d. British Accessions | Prepare manuscript copy for Accessions List of British documents. Responsible for supervision and administration of all Archives Activities. | 100 entries/man day (Same as TAB) | 2,810 entries/year |
| | Supervision (Chief, Librarian) | | | |
| 3. | Reference Services | Provide library reference service and assistance for military project officers and contractors' representatives visiting DSC. Check security clearance and "need-to-know" of patrons. Select cards from the catalog files for review by patrons. Obtain documents from archives for "on the spot" reference. Provide similar reference Service by Telephone and letter upon demand. | 3 man hours/patron 16 queries/man day | 548 patrons/year 46 queries/day |
| | Supervisor (Chief, Librarian) | Accomplish necessary supervision and administration of these patron services. | _____ | _____ |
| E. | Editorial and Copy Preparation | | | |
| 1. | Editorial | Prepare manuscript and edit for reproduction all material that falls within the scope of the ASTIA mission. Responsible for supervision and administration of the editorial functions. | _____ | _____ |
| | Supervisor (Chief, Editor) | | | |
| | a. Abstracting | | | |
| | (1) Documents Cataloged by ASTIA | Prepare copy from author abstracts and/or summary as it appears in the document. Reduce length of abstract to conform with established standards and limitations. | 25 abs./man day | 58 abs./day |
| | (2) Periodicals Articles | Edit preprinted abstracts of articles provided by publishers of commercial periodicals for publication in TDD. | 40 abs./man day | 2,917 abs./year |
| | b. TDD Editing | Develop and write copy for TDD. | Indeterminate | _____ |
| | c. Manual and Brochure Editing | Prepare copy for reproduction from manuscript. | 2 pages/man hour | 2 pages/day |
| | d. Translation Accession List | Edit entries for Translation Accession List. | 30 pages/man day | 812 pages/year |
| 2. | Typing | Type copy from manuscript for reproduction. | | |
| | a. TAB Control Cards | Type control cards showing descriptive cataloging, identification, and information as to limitations for listing in TAB. | 50 cards/man day | _____ |
| | b. TAB Repro Copy | Type compiled entries on master reproduction form using electric typewriter. | 7.5 pages/man day | _____ |
| | c. TAB Order Forms | Type entries to match the titles appearing in TAB on a master reproduction form using electric typewriters as above. | 2.5 forms/man day | _____ |
| | d. Catalog Card (Form 16) | Type copy supplied on work sheet on master reproducible form (Form 16) using IBM electromatic typewriter. | | |
| | (1) With abstracts | | 20 forms/man day | 58 forms/day |
| | (2) Without abstracts | | 35 forms/man day | 79 forms/day |
| | (3) ATI Card Invoices | Type multith mats for ATI Card Invoices. | 25 invoices/man day | 1,903 invoices/year |

| Y RATE | PLAN "A" | | | | PLAN "B" | | | | VOL |
|---------------|---------------------|----------------------|-------------------|--------------------|---------------------------------|----------------------|-------------------|--------------------|-----------------------|
| | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS | |
| an day (9) | 2,820 entries/year | 22 | 26.5 | .10 | _____ | _____ | _____ | _____ | _____ |
| | | 1 man year | | 1.00 | | 1 man year | | 1.00 | |
| atron | 548 patrons/year | 203 | 244.2 | .34 | 548 patrons/year | 203 | 244.2 | .94 | 548 patrons |
| an day | 46 queries/day | 718 | 863.8 | 3.32 | 46 queries/day | 718 | 863.8 | 3.32 | 46 queries |
| | _____ | 1 man year | _____ | 1.00 | _____ | 1 man year | _____ | 1.00 | _____ |
| | _____ | 1 man year | _____ | 1.00 | _____ | 1 man year | _____ | 1.00 | _____ |
| ay | 58 abs./day | 580 | 697.8 | 2.68 | 58 abs./day | 580 | 697.8 | 2.68 | _____ |
| ay | 2,917 abs./year | 73 | 87.8 | .34 | _____ | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | 2.00 | _____ | _____ | _____ | _____ | _____ |
| hour | 2 pages/day | 32 | 38.5 | .15 | 2 pages/day | 32 | 38.5 | .15 | Estimate 2 |
| day | 812 pages/year | 27 | 32.5 | .13 | _____ | _____ | _____ | _____ | 812 pages |
| day | _____ | _____ | _____ | _____ | 137 cards/day | 685 | 824.1 | 3.17 | 168 cards |
| an day | _____ | _____ | _____ | _____ | 28 pages/day (2 days week) | 388 | 466.8 | 1.80 | 36 pages (2 days) |
| an day | _____ | _____ | _____ | _____ | 1.17 pages/day (2 days week) | 49 | 59.0 | .02 | 1.5 pages (2 days) |
| day | 58 forms/day | 725 | 872.2 | 3.35 | 58 forms/day | 725 | 872.2 | 3.35 | _____ |
| day | 79 forms/day | 564 | 678.5 | 2.61 | 79 forms/day | 564 | 678.5 | 2.61 | _____ |
| an day | 1,903 invoices/year | 76 | 91.4 | .35 | 1,903 invoices/year | 76 | 91.4 | .35 | 2,333 invs |

| GROSS DAYS | GROSS MAN YEARS | PLAN "B" | | | | PLAN "C" | | | |
|---------------|--------------------|---------------------------------|----------------------|-------------------|--------------------|----------------------------------------------|----------------------|-------------------|--------------------|
| | | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS |
| | .10 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| | 1.00 | | 1 man year | | 1.00 | | 1 man year | | 1.00 |
| | .94 | 548 patrons/year | 203 | 244.2 | .94 | 548 patrons/year | 203 | 244.2 | .94 |
| | 3.32 | 46 queries/day | 718 | 863.8 | 3.32 | 46 queries/day | 718 | 863.8 | 3.32 |
| | 1.00 | _____ | 1 man year | _____ | 1.00 | _____ | 1 man year | _____ | 1.00 |
| | 1.00 | _____ | 1 man year | _____ | 1.00 | _____ | 1 man year | _____ | 1.00 |
| | 2.68 | 58 abs./day | 580 | 697.8 | 2.68 | _____ | _____ | _____ | _____ |
| | .34 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| | 2.00 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | 2.00 |
| | .15 | 2 pages/day | 32 | 38.5 | .15 | Estimate 2 pages/day | 32 | 38.5 | .15 |
| | .13 | _____ | _____ | _____ | _____ | 812 pages/year | 27 | 32.5 | .13 |
| | _____ | 137 cards/day | 685 | 824.1 | 3.17 | 168 cards/day | 840 | 1010.8 | 3.89 |
| | _____ | 28 pages/day (2 days week) | 388 | 466.8 | 1.80 | 36 pages/day (3,744 pg./yr) (2 days week) | 488 | 600.3 | 2.31 |
| | _____ | 1.17 pages/day (2 days week) | 49 | 59.0 | .02 | 1.5 pages/day (156 pg./yr) (2 days week) | 63 | 75.6 | .29 |
| | 3.35 | 58 forms/day | 725 | 872.2 | 3.35 | _____ | _____ | _____ | _____ |
| | 2.61 | 79 forms/day | 564 | 678.5 | 2.61 | _____ | _____ | _____ | _____ |
| | .35 | 1,903 invoices/year | 76 | 91.4 | .35 | 2,333 invoices/year | 93 | 111.9 | .43 |

| FUNCTIONAL AREAS | | DESCRIPTION OF WORK | PRODUCTIVITY RATE | VOLUME |
|------------------|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-------------------------------|
| E. | Editorial and Copy Preparation | | | |
| 2. | Typing | | | |
| e. | Prefab, Bibliography Cards | Type copy supplied on master card on reproduction form using IBM electromatic typewriter. | 50 forms/man day | 15,000 cards/year |
| f. | Microcard | Type descriptive cataloging and distribution limitations on multi-ith mats. | 35 mats/man day | _____ |
| g. | TDD Copy | Type manuscript pages. | 12 manuscript pages/man day | 135 manuscript pg./m |
| h. | Reclassification Bulletin | Type repro copy from manuscript. | 8 pages/man day | 6 pages/month |
| i. | British Accession List | Same as Reclassification Bulletin. | 8 pages/man day | 8 pages/week |
| j. | Manual and Brochure Typing | Same as above. | 8 pages/man day | 2 pages/week |
| k. | Translation Accession List | Same as above. | 8 pages/man day | 812 pages/year |
| 3. | Proofreading | Proofread all typed copy prior to approval. | 40 pages/man day | 8,569 pages/year |
| | Supervisor (Chief, Editor) | Responsible for accuracy of typing and copy transmitted for reproduction. Responsible for necessary supervision and administration. | _____ | _____ |
| 4. | Illustration and Layout | Responsible for necessary format and layout. Insert captions and prepare illustrations. | | |
| a. | TAB Make-up | Insert headings in typed repro copy | 30 pages/man day | _____ |
| b. | Catalog Card Layout | Drymount the layout six forms face up. This requires extra layout for the reverse side. | | |
| | (1) With Abstracts | | 20 layouts/man day | 19.3 layouts/day |
| | (2) Without Abstracts | | 20 layouts/man day | 13.2 layouts/day |
| c. | Layout Record | Maintenance of record by layout number for control and recovery for reprint. | Indeterminate | |
| d. | Prefab Bibliography Card Layout | Drymount the layout six forms face up. | 60 layouts/man day | 2,500 layouts/year |
| e. | TDD Layout & Illustration | Prepares format, layout and make-up. | 10 pages/man day illust. 30 pages/man day layout 30 pages/man day make-up. | 60 pages preparation _____ |
| f. | Manuals and Brochures | Prepares format, layout and make-up. | 10 pages/man day illust. 30 pages/man day layout 20 pages/man day make-up. | 1,000 pages/year _____ |
| g. | Translation Accession List | Same as above except no illustration required. | Same as above. | 812 pages/year _____ |
| F. | Reproduction | Maintain and operate specialized facilities to accomplish the reproduction of documents by microfilm and other photocopy processes. | | |
| 1. | Photocopy | Accomplish photographic negative of all master repro required for offset printing. | | |
| a. | Title Announcement Bulletin | Photocopy master repro prior to preparing plate for printing. | 80 layouts/man day | _____ |
| | (1) TAB Order Forms | Same as above. | | _____ |

| DATE | PLAN "A" | | | | PLAN "B" | | | | VOLUME |
|------------------------|--------------------------|----------------------|-------------------|--------------------|--------------------|----------------------|-------------------|--------------------|--------------------|
| | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS | |
| | 15,000 cards/year | 800 | 962.5 | 3.70 | 15,000 cards/year | 800 | 962.5 | 3.70 | 15,000 cards/year |
| | _____ | _____ | _____ | _____ | 48 mats/day | 343 | _____ | _____ | 62 mats/day |
| no day | 136 manuscript pg./mo. | 158 | 190.1 | .73 | _____ | _____ | _____ | _____ | _____ |
| | 5 pages/month | 8 | 9.6 | .04 | 5 pages/month | 8 | 9.6 | .04 | 5 pages/month |
| | 8 pages/week | 52 | 62.8 | .24 | 2 pages/week | 63 | 75.8 | .29 | 2 pages/week |
| | 2 pages/week | 63 | 75.8 | .29 | _____ | _____ | _____ | _____ | _____ |
| | 812 pages/year | 101 | 121.5 | .47 | 13,771 pages/year | 344 | 413.9 | 1.59 | 12,413 pages/year |
| | 8,569 pages/year | 214 | 257.5 | .99 | _____ | _____ | _____ | _____ | _____ |
| | _____ | 1 man year | _____ | 1.00 | _____ | 1 man year | _____ | 1.00 | _____ |
| | _____ | _____ | _____ | _____ | 3,034 pages/year | 101 | 121.5 | .47 | 3,900 pages/year |
| | 19.3 layouts/day | 243 | 292.3 | 1.12 | 19.3 layouts/day | 343 | 292.3 | 1.12 | 25-1/3 layouts/day |
| | 13.2 layouts/day | 185 | 198.5 | .76 | 13.2 layouts/day | 185 | 198.5 | .76 | 15-1/3 layouts/day |
| | 2,500 layouts/year | 42 | 50.5 | .19 | 2,500 layouts/year | 42 | 50.5 | .19 | 2,500 layouts/year |
| ust, out ake-up. | 60 pages preparation/mo. | 72 | 86.6 | .33 | _____ | _____ | _____ | _____ | _____ |
| | _____ | 24 | 28.9 | .11 | _____ | _____ | _____ | _____ | _____ |
| | _____ | 24 | 28.9 | .11 | _____ | _____ | _____ | _____ | _____ |
| ust, out ake-up. | 1,000 pages/year | 101 | 121.5 | .47 | 1,000 pages/year | 101 | 121.5 | .47 | 1,000 pages/year |
| | _____ | 34 | 40.9 | .16 | _____ | 34 | 40.9 | .16 | _____ |
| | _____ | 34 | 40.9 | .16 | _____ | 34 | 40.9 | .16 | _____ |
| | 812 pages/year | 28 | 33.7 | .13 | _____ | _____ | _____ | _____ | _____ |
| | _____ | 28 | 33.7 | .13 | _____ | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ | 2,912 layouts/year | 37 | 44.5 | .17 | 3,744 layouts/year |
| | _____ | _____ | _____ | _____ | 122 layouts/year | 1.5 | 1.8 | .01 | 156 layouts/year |

| GROSS MAN YEARS | PLAN "B" | | | | PLAN "C" | | | |
|--------------------|--------------------|----------------------|-------------------|--------------------|--------------------|----------------------|-------------------|--------------------|
| | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS |
| 3.70 | 15,000 cards/year | 800 | 982.5 | 3.70 | 15,000 cards/year | 800 | 982.5 | 3.70 |
| — | 48 mats/day | 343 | — | — | 62 mats/days | 443 | 533.0 | 2.05 |
| .73 | — | — | — | — | — | — | — | — |
| .04 | 5 pages/month | 8 | 9.6 | .04 | 5 pages/month | 8 | 9.6 | .04 |
| .24 | — | — | — | — | — | — | — | — |
| .29 | 2 pages/week | 63 | 75.8 | .29 | 2 pages/week | 63 | 75.8 | .29 |
| .47 | — | — | — | — | — | — | — | — |
| .99 | 13,771 pages/year | 344 | 413.9 | 1.59 | 12,413 pages/year | 310 | 373.0 | 1.43 |
| 1.00 | — | 1 man year | — | 1.00 | — | 1 man year | — | 1.00 |
| — | 3,034 pages/year | 101 | 121.5 | .47 | 3,900 pages/year | 130 | 156.4 | .60 |
| 1.12 | 19.3 layouts/day | 243 | 292.3 | 1.12 | 25-1/3 layouts/day | 317 | 381.4 | 1.47 |
| .76 | 13.2 layouts/day | 165 | 198.5 | .76 | 15-1/3 layouts/day | 192 | 231.0 | .89 |
| .19 | 2,500 layouts/year | 42 | 50.5 | .19 | 2,500 layouts/year | 42 | 50.5 | .19 |
| .33 | — | — | — | — | — | — | — | — |
| .11 | — | — | — | — | — | — | — | — |
| .11 | — | — | — | — | — | — | — | — |
| .47 | 1,000 pages/year | 101 | 121.5 | .47 | 1,000 pages/year | 101 | 121.5 | .47 |
| .16 | — | 34 | 40.9 | .16 | — | 34 | 40.9 | .16 |
| .16 | — | 34 | 40.9 | .16 | — | 34 | 40.9 | .16 |
| .13 | — | — | — | — | — | — | — | — |
| .13 | — | — | — | — | — | — | — | — |
| — | 2,912 layouts/year | 37 | 44.5 | .17 | 3,744 layouts/year | 47 | 56.5 | .22 |
| — | 122 layouts/year | 1.5 | 1.8 | .01 | 156 layouts/year | 2 | 2.4 | .01 |

| FUNCTIONAL AREAS | DESCRIPTION OF WORK | PRODUCTIVITY RATE | VOLUME |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------|
| | | | |
| F. Reproduction | | | |
| 1. Photocopy | | | |
| b. Catalog Cards | Photocopy 6 card master layout forms with reduction to provide 3 in. x 5 in. catalog cards after cutting. | 80 layouts/man day | |
| (1) With Abstracts | An extra layout is required for each 8 up card set. | " | 4,832 layouts/year |
| (2) Without Abstracts | Single side photocopy. | " | 3,291 layouts/year |
| c. Prefab Bibliography Cards | Photocopy 6 card master layout forms. Same as for catalog cards. | " | 2,500 layouts/year |
| d. Reclassification Bulletin | Photocopy repro master. | " | 75 layouts/year |
| e. Manuals, Brochures, Etc. | Photocopy repro master in either same size or reduced according to indicated size. | " | 1,000 layouts/year |
| f. Translation Accession List | Photocopy repro master with 1/3 reduction to 8-1/2 in. x 11 in. for printed copy. | " | 812 layouts/year |
| 2. Plate Making | Transfer impression from photographic negative to plate. In process negative is opaqued and masked, and image is burned onto plate for offset reproduction. | 20 plates/man day | |
| a. Title Announcement Bulletin | Prepare plates as above. | " | |
| (1) TAB Order Forms | Prepare plates as above. | " | |
| b. Catalog Cards | | | |
| (1) With Abstracts | Prepare plates for both front and back side of layout. | " | 4,832 plates/year |
| (2) Without Abstracts | Prepare plates for front side only. | " | 3,291 plates/year |
| c. Prefab Bibliography Cards | Prepare plates. | " | 2,500 plates/year |
| d. Reclassification Bulletin | Prepare plates. | " | 75 plates/year |
| e. Manuals, Brochures, Etc. | Prepare plates. | " | 1,000 plates/year |
| f. Translation Accession List | Prepare plates. | " | 812 plates/year |
| 3. Photoduplicating | This process of reproduction is used for economy, 1 time reproduction, and special outsize page forms. It is used in making reproduction of floor plans, photocopy negatives, vandykes, and other odd forms of master repro copy. | | |
| a. Photostat | This process is used for reproduction where only one copy is required or where material exceeds normal page size or material is in some form of master repro copy which cannot be microfilmed with clarity. | 750 sheets/man day | 110,005 sheets/year |
| b. Oxalid | This form of reproduction is used when there is on file a master oxaparchment or photographic negative of the document requested and the limited number of copies required does not warrant offset reproduction. | 1500 sheets/man day | 174,600 sheets/year |

| DATE | PLAN "A" | | | | PLAN "B" | | | | VOLUME |
|------|---------------------|----------------------|-------------------|--------------------|---------------------|----------------------|-------------------|--------------------|---------------------|
| | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS | |
| day | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| | 4,832 layouts/year | 61 | 73.4 | .28 | 4,832 layouts/year | 61 | 73.4 | .28 | 6,332 layouts/year |
| | 3,291 layouts/year | 41 | 49.3 | .19 | 3,291 layouts/year | 41 | 49.3 | .19 | 3,834 layouts/year |
| | 2,500 layouts/year | 32 | 38.5 | .15 | 2,500 layouts/year | 32 | 38.5 | .15 | 2,500 layouts/year |
| | 75 layouts/year | 1 | 1.2 | .01 | 75 layouts/year | 1 | 1.2 | .01 | 75 layouts/year |
| | 1,000 layouts/year | 12.5 | 15.0 | .05 | 1,000 layouts/year | 12.5 | 15.0 | .05 | 1,000 layouts/year |
| | 812 layouts/year | 10 | 12.0 | .05 | _____ | _____ | _____ | _____ | _____ |
| day | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ | 2,912 plates/year | 146 | 175.6 | .68 | 3,744 plates/year |
| | _____ | _____ | _____ | _____ | 122 plates/year | 6 | 7.2 | .03 | 156 plates/year |
| | 4,832 plates/year | 242 | 291.1 | 1.12 | 4,832 plates/year | 242 | 291.1 | 1.12 | 6,332 plates/year |
| | 3,291 plates/year | 165 | 198.5 | .76 | 3,291 plates/year | 165 | 198.5 | .76 | 3,834 plates/year |
| | 2,500 plates/year | 125 | 150.4 | .58 | 2,500 plates/year | 125 | 150.4 | .58 | 2,500 plates/year |
| | 75 plates/year | 4 | 4.8 | .02 | 75 plates/year | 4 | 4.8 | .02 | 75 plates/year |
| | 1,000 plates/year | 50 | 60.2 | .23 | 1,000 plates/year | 50 | 60.2 | .23 | 1,000 plates/year |
| | 812 plates/year | 41 | 49.3 | .19 | _____ | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| day | 110,000 sheets/year | 147 | 176.9 | .68 | 110,000 sheets/year | 147 | 176.9 | .68 | 175,000 sheets/year |
| days | 178,640 sheets/year | 119 | 143.2 | .55 | 178,640 sheets/year | 119 | 143.2 | .55 | 280,000 sheets/year |

| GROSS MAN YEARS | PLAN "B" | | | | PLAN "C" | | | |
|--------------------|---------------------|----------------------|-------------------|--------------------|---------------------|----------------------|-------------------|--------------------|
| | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS |
| | | | | | | | | |
| .28 | 4,832 layouts/year | 61 | 73.4 | .28 | 6,332 layouts/year | 79 | 95.0 | .37 |
| .19 | 3,291 layouts/year | 41 | 49.3 | .19 | 3,834 layouts/year | 48 | 57.7 | .23 |
| .15 | 2,500 layouts/year | 32 | 38.5 | .15 | 2,500 layouts/year | 32 | 38.5 | .15 |
| .01 | 75 layouts/year | 1 | 1.2 | .01 | 75 layouts/year | 1 | 1.2 | .01 |
| .05 | 1,000 layouts/year | 12.5 | 15.0 | .05 | 1,000 layouts/year | 12.5 | 15.0 | .05 |
| .05 | | | | | | | | |
| | | | | | | | | |
| | 2,912 plates/year | 146 | 175.6 | .68 | 3,744 plates/year | 187 | 225.0 | .87 |
| | 122 plates/year | 6 | 7.2 | .03 | 156 plates/year | 8 | 9.6 | .04 |
| 1.12 | 4,832 plates/year | 242 | 291.1 | 1.12 | 6,332 plates/year | 317 | 381.4 | 1.47 |
| .76 | 3,291 plates/year | 165 | 198.5 | .76 | 3,834 plates/year | 192 | 231.0 | .89 |
| .58 | 2,500 plates/year | 125 | 150.4 | .58 | 2,500 plates/year | 125 | 150.4 | .58 |
| .02 | 75 plates/year | 4 | 4.8 | .02 | 75 plates/year | 4 | 4.8 | .02 |
| .23 | 1,000 plates/year | 50 | 60.2 | .23 | 1,000 plates/year | 50 | 60.2 | .23 |
| .19 | | | | | | | | |
| | | | | | | | | |
| .68 | 110,005 sheets/year | 147 | 176.9 | .68 | 175,000 sheets/year | 233 | 280.3 | 1.08 |
| .55 | 178,640 sheets/year | 119 | 143.2 | .55 | 290,000 sheets/year | 187 | 225.0 | .87 |

| FUNCTIONAL AREA | DESCRIPTION OF WORK | PRODUCTIVITY RATE | VOLUME |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------|
| | | | |
| F. Reproduction | | | |
| 4. Offset Duplicating | This medium of reproduction is used as the most economical method for reproducing documents, cards, forms, etc., in quantities of 50 or more. | _____ | _____ |
| a. Title Announcement Bulletin | The plates are inked and run on offset paper, both sides. | 48 setups/man day | _____ |
| (1) TAB Order Form | Same as above. | 48 setups/man day | _____ |
| b. Catalog Cards | Plates are inked and run on Bristol card stock that has been cut to 10 in. x 9 in., so that 6 cards will appear on each sheet. The sheets are reversed and rerun with the backup plate so that both sides of the card sets are imprinted. | 13 setups/man day | 2416 press runs/year 320 copies/year run 6 cards each |
| (1) With Abstracts | Plates are inked and run on Bristol card stock 6 up, one side only. | 48 setups/man day | 3291 press runs/year 120 copies/run 6 cards each 1903 press runs/year |
| (2) Without Abstracts | Plates are inked and run on offset paper, one side. | | |
| (3) A.I. Card Invoices | | | |
| c. Prefab Bibliography Cards | Plates are inked and run on Bristol card stock 6 up, one side only. | 48 setups/man day | 2500 press runs/year 109 copies/run 6 cards each |
| d. Reclassification Bulletin | Plates are inked and run on offset paper, both sides. | 48 setups/man day | 75 press runs/year |
| e. Manuals, Brochures, etc. | Plates are inked and run on offset paper, both sides. | 48 setups/man day | 1000 press runs/year |
| f. Translation Accession List | Plates are inked and run on offset paper, both sides. | 48 setups/man day | 812 press runs/year |
| g. Microcards | Print cataloging information on back of microcard. Machine must be hand-fed. | 48 setups/man day | _____ |
| 5. Bindery (Collating) | | | |
| a. Title Announcement Bulletin | Collate Title Announcement Bulletin 1,700 sets. | 15,000/man day | _____ |
| (1) TAB Order Form | Collate TAB Order Form 1,700 manually. | 1,700/man day | |
| b. Catalog Cards | | | |
| (1) With Abstracts | Collate 20 sets. | 2,400/man day | 2,416 x 20/year |
| (2) Without Abstracts | Collate 20 sets. | 2,400/man day | 3,291 x 20/year |
| c. Prefab Bibliography | Collate 100 sets. | 2,400/man day | 2,500 x 100/year |
| d. Reclassification Bulletin | Collate 1,000 sets. | 15,000/man day | 75 x 1,000/year |
| e. Manuals and Brochures, etc. | | 15,000/man day | 500 x 1,500/year |
| 6. Bindery (Cutting) | | | |
| a. Catalog Cards | | | |
| (1) With Abstracts | | 240 cuts/man day | 2,416 x 8/year |
| (2) Without Abstracts | | 240 cuts/man day | 3,291 x 8/year |
| b. Prefab Bibliography | | 240 cuts/man day | 2,500 x 8/year |
| c. Manuals, Brochures, etc. | | 240 cuts/man day | 50 x 20/year |
| d. Raw Stock | | | |
| (1) Index Bristol | 500,000 (25-1/2 x 30-1/2) | 120 cuts/man day | $\frac{397,800}{300} \times 8 \frac{1}{2}$ year |
| e. Microcards | Cut and Stack microcards (Double Cut) | 1,440 cards/man day | _____ |
| f. (1) Autograph (80.82%) | Average 30 pages/doc. (cut pages) | 100 doc./man day | 137 doc./day |
| (2) Ovaloid (11.67%) | Average 30 pages/doc. (cut pages) | 100 doc./man day | 20 doc./d |
| (3) Photostat (7.31%) | Average 30 pages/doc. (cut pages) | 100 doc./man day | 13 doc./day |

| ACTIVITY RATE | PLAN "A" | | | | PLAN "B" | | | |
|---------------|-------------------------------------------------------------|----------------------|-------------------|--------------------|----------------------------------------------------------------------------------------|----------------------|--------------------|--------------------|
| | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS | VOLUME | MAN DAYS REQUIRED | GROSS MAN YEARS | GROSS MAN YEARS |
| /man day | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| /man day | _____ | _____ | _____ | _____ | 2912 press runs/year | 61 | 73.4 | .28 |
| /man day | _____ | _____ | _____ | _____ | 122 press runs/year | 2.5 | 3.0 | .01 |
| /man day | 2416 press runs/year 320 copies/year run 6 cards each | 151 | 181.7 | .70 | 2413 press runs/year (Take effects quantity or'y) 175 copies/run 6 cards each | 151 | 181.7 | .70 |
| /man day | 3291 press runs/year 120 copies/run 6 cards each | 69 | 83.0 | .32 | 3291 press runs/year 175 copies/run 6 cards each | 69 | 83.0 | .32 |
| /man day | 1903 press runs/year | 40 | 48.1 | .19 | 1903 press runs/year | 40 | 48.1 | .19 |
| /man day | 2500 press runs/year 100 copies/run 6 cards each | 52 | 62.6 | .24 | 2500 press runs/year 100 copies/run 6 cards each | 52 | 62.6 | .24 |
| /man day | 75 press runs/year | 1.6 | 1.9 | .01 | 75 press runs/year | 1.6 | 1.9 | .01 |
| /man day | 1000 press runs/year | 20.8 | 25.0 | .10 | 1000 press runs/year | 20.8 | 25.0 | .10 |
| /man day | 812 press runs/year | 17 | 20.5 | .08 | _____ | _____ | _____ | _____ |
| /man day | _____ | _____ | _____ | _____ | 48 press runs/day | 250 | 300.5 | 1.16 |
| day | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| day | _____ | _____ | _____ | _____ | 1,000 x 28/week | 97 | 116.7 | .46 |
| day | 2,416 x 20/year | 24.1 | .09 | 50 | 2,416 x 20/year | 20 | 24.1 | .09 |
| day | 3,391 x 20/year | 33.0 | .13 | 21.4 | 3,391 x 20/year | 27.4 | 33.0 | .13 |
| day | 2,500 x 100/year | 125.1 | .48 | 104 | 2,500 x 100/year | 104 | 125.1 | .48 |
| day | 75 x 1,000/year | 6.0 | .02 | 5 | 75 x 1,000/year | 5 | 6.0 | .02 |
| day | 500 x 1,500/year | 60.2 | .23 | 50 | 500 x 1,500/year | 50 | 60.2 | .23 |
| man day | 2,416 x 8/year | 97.4 | .37 | 81 | 2,416 x 8/year | 81 | 97.4 | .37 |
| man day | 3,391 x 8/year | 132.3 | .51 | 110 | 3,391 x 8/year | 110 | 132.3 | .51 |
| man day | 2,500 x 8/year | 101.1 | .39 | 84 | 2,500 x 8/year | 84 | 101.1 | .39 |
| man day | 50 x 20/year | 5.1 | .02 | 4.2 | 50 x 20/year | 4.2 | 5.1 | .02 |
| man day | 397,806 300 x 8/year | 105.9 | .41 | 88 | 397,806 300 x 8/year | 98 | 105.9 | .41 |
| man day | _____ | _____ | _____ | _____ | 2,400/day | 417 | 501.7 | 1.93 |
| man day | 139 doc./day | 418.7 | 1.61 | 348 | 139 doc./day | 348 | 418.7 | 1.61 |
| man day | 20 doc./day | 61.4 | .24 | 51 | 20 doc./day | 51 | 61.4 | .24 |
| man day | 13 doc./day | 37.3 | .14 | 31 | 13 doc./day | 31 | 37.3 | .14 |

| GROSS MAN YEARS | PLAN "B" | | | | PLAN "C" | | | |
|--------------------|---------------------------------------------------------------------------------------|----------------------|--------------------|--------------------|-------------------------------------------------------------|----------------------|-------------------|--------------------|
| | VOLUME | MAN DAYS REQUIRED | GROSS MAN YEARS | GROSS MAN YEARS | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS |
| | 2912 press runs/year | 61 | 73.4 | .28 | 3744 press runs/year | 78 | 33.8 | .36 |
| | 125 press runs/year | 2.5 | 3.0 | .01 | 156 press runs/year | 3.5 | 4.2 | .02 |
| .70 | 2416 press runs/year (TAB Affects quantity only) 175 copies/run 6 cards each | 151 | 181.7 | .70 | 3168 press runs/year Est. 250 copies/run 6 cards each | 139 | 239.4 | .32 |
| .32 | 3291 press runs/year 175 copies/run 8 cards each | 69 | 83.0 | .32 | 3834 press runs/year Est. 250 copies/run 6 cards each | 80 | 36.2 | .37 |
| .19 | 1903 press runs/year | 40 | 48.1 | .19 | 1903 press runs/year | 49 | 59.0 | .23 |
| .24 | 2500 press runs/year 100 copies/run 6 cards each | 52 | 62.6 | .24 | 2500 press runs/year 100 copies/run 6 cards each | 52 | 62.6 | .24 |
| .61 | 75 press runs/year | 1.6 | 1.9 | .01 | 75 press runs/year | 1.6 | 1.9 | .01 |
| .10 | 1000 press runs/year | 20.8 | 25.0 | .10 | 1000 press runs/year | 20.8 | 25.0 | .10 |
| .08 | | | | | | | | |
| | 48 press runs/day | 250 | 300.8 | 1.16 | 62 press runs/day | 323 | 388.6 | 1.49 |
| | 1,000 x 28/week | 97 | 116.7 | .45 | 1,700 x 36/week | 212/year | 256.0 | .98 |
| 20 | 2,416 x 20/year | 20 | 24.1 | .09 | 3,166 x 20/year | 26/year | 31.3 | .12 |
| 27.4 | 3,291 x 20/year | 27.4 | 33.0 | .13 | 3,834 x 20/year | 32/year | 38.5 | .15 |
| 104 | 2,500 x 100/year | 104 | 125.1 | .48 | 2,500 x 100/year | 104 | 125.1 | .48 |
| 5 | 75 x 1,000/year | 5 | 6.0 | .02 | 75 x 1,700/year | 8.5 | 10.2 | .04 |
| 50 | 500 x 1,500/year | 50 | 60.2 | .23 | 500 x 1,500/year | 50 | 60.2 | .23 |
| 81 | 2,416 x 8/year | 91 | 97.4 | .37 | 3,166 x 8/year | 106 | 127.5 | .49 |
| 110 | 3,291 x 8/year | 110 | 132.3 | .51 | 3,834 x 8/year | 128 | 154.0 | .59 |
| 84 | 2,500 x 8/year | 84 | 101.1 | .39 | 2,500 x 8/year | 84 | 101.1 | .39 |
| 4.2 | 50 x 20/year | 4.2 | 5.1 | .02 | 50 x 20/year | 4.2 | 5.1 | .02 |
| 88 | $\frac{397,800}{300} \times 8/\text{year}$ | 88 | 105.9 | .41 | $\frac{500,000}{300} \times 8/\text{year}$ | 111 | 133.5 | .51 |
| | 2,400/day | 417 | 501.7 | 1.93 | 3,100/day | 538 | 647.3 | 2.49 |
| 348 | 138 doc./day | 348 | 418.7 | 1.91 | 220 doc./day 51 doc./day | 550 - 128 | 815.7 | 3.14 |
| 51 | 20 doc./day | 51 | 61.4 | .24 | 32 doc./day | 80 | 96.2 | .37 |
| 31 | 13 doc./day | 31 | 37.3 | .14 | 20 doc./day | 50 | 60.2 | .23 |

| FUNCTIONAL AREAS | | DESCRIPTION OF WORK | PRODUCTIVITY RATE | VOLUME |
|------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|------------------------------------------------|
| F. | Reproduction | | | |
| 7. | Bindery (Drilling) | | | |
| a. | Catalog Cards | 16 sets (42,000) | 400,000/man day | 548,000/year |
| b. | Requested Documents | Estimate 10% of these are drilled. | 20/man hour | 17/day |
| 8. | Bindery (Banding) | | | |
| a. | Banding Cards | All cards are banded in sets of approx. 120. | 480 pkg./man day | 49,250 pkg./year |
| b. | Banding Microcards | Microcards are banded in sets of 50 each. | 480 pkg./man day | |
| 9. | Bindery (Stitching) | | | |
| a. | Requested Documents | Joggle and staple | 600/man day | 155 doc./day |
| b. | ASTIA Documents | | | |
| (1) | Manuals, Brochures, Etc. | | 1,000/man day | 10,500 doc./year |
| (2) | Title Announcement Bulletin | | 1,400/man day | |
| | TAB Order Form | | | |
| (3) | Reclassification Bulletin | | 1,400/man day | 15,000 doc./year |
| 10. | Stock Handling | Unload paper and index Bristol from trucks, move into stock (in basement), rearrange stock (all sensitized materials and chemicals have to be used in order of receipt), shifting of material from one operation to another. | Indeterminate | Indeterminate |
| 11. | Control | | | |
| a. | Repro Control | Initiate work orders. Maintain statistics and records on reproduction. | 75 work orders/man day 75 work orders/man day | 66 work orders/day 66 work orders/day |
| b. | Maintenance of Repro Files | Reclassification, restoration, withdrawals and return of repros (including records) | 2 doc./man day (reclass) 0.25 doc./man day (restor) 100/man day (withdrawals & return) | 300 repro/year 50 doc./year 33 doc./year |
| 12. | Microfilming | | | |
| a. | Control | Logging in and out and follow-up on reproduction of documents for TID. | 180 doc./man day | 34,250 doc./year |
| b. | Prepare | Prepare for microfilm and reassemble | 150 doc./man day | 34,250 doc./year |
| c. | Microfilm Document | Microfilm documents average 35 pages/doc. (includes 5 target shots) | 35 doc./man day | 34,250 doc./year |
| d. | Splicing | Document & Film screening (splicing in corrections) | 90 doc./man day | 34,250 doc./year |
| | Supervisor | | | |
| | Camera Maintenance | Maintain all photo equipment | Indeterminate | Indeterminate |
| 13. | Film Processing | | | |
| | | Develops microfilm | 10 reels/man day | 2,039 reels/year |
| | | Proofreading developed film | 10 reels/man day | 2,039 reels/year |
| | | (Listing errors against document) | (5 reels/man day, if on 16mm) | |
| | | Develop copy camera film | 80 negatives/man day | 12,510 negs/year |

2

| PRODUCTIVITY RATE | PLAN "A" | | | | PLAN "B" | | | |
|--------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------------------|-------------------------|--------------------|----------------------------------------------------------|----------------------|-------------------------|--------------------|
| | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS |
| 400,000/man day 20/man hour | 548,000/year 17/day | 1.4 27 | 1.7 32.5 | .01 .13 | 548,000/year 17/day | 1.4 27 | 1.7 32.5 | .01 .13 |
| 480 pkg./man day 480 pkg./man day | 49,250 pkg./year | 103 | 123.9 | .48 | 49,250 pkg./year 12,000 pkg./year | 103 25 | 123.9 30.1 | .48 .1 |
| 600/man day | 155 doc./day | 65 | 78.2 | .30 | 155 doc./day | 65 | 78.2 | |
| 1,000/man day 1,400/man day | 10,500 doc./year | 11 | 13.2 | .05 | 10,500 doc./year 119,600 doc./year | 11 35 | 13.2 102.3 | .05 |
| 1,400/man day Indeterminate | 15,900 doc./year Indeterminate | 11 1 man year | 13.2 | .05 1.00 | 15,000 doc./year Indeterminate | 11 1 man year | 13.2 | .05 1.00 |
| 75 work orders/man. day 75 work orders/man day | 66 work orders/day 66 work orders/day | 220 220 | 264.7 264.7 | 1.02 1.02 | 66 work orders/day 66 work orders/day | 220 220 | 264.7 264.7 | 1.02 1.02 |
| 2 doc./man day (reclass) 0.25 doc./man day (reclass) 100/man day (withdrawals & return) | 300 repro/year 50 doc./year 33 doc./year | 150 200 83 | 180.5 240.6 99.9 | .63 .93 .38 | 300 repro/year 50 doc./year 33 doc./year | 150 200 83 | 180.5 240.6 99.9 | |
| 180 doc./man day | 34,250 doc./year | 191 | 229.8 | .98 | 34,250 doc./year | 191 | 229.8 | |
| 150 doc./man day | 34,250 doc./year | 228 | 274.3 | 1.05 | 34,250 doc./year | 228 | 274.3 | |
| 35 doc./man day | 34,250 doc./year | 979 | 1,177.8 | 4.53 | 34,250 doc./year | 979 | 1,177.8 | |
| 90 doc./man day | 34,250 doc./year | 381 | 458.4 | 1.76 | 34,250 doc./year | 381 | 458.4 | |
| Indeterminate | Indeterminate | 1 man year | | 1.00 | Indeterminate | 1 man year | | 1.00 |
| 10 reels/man day 10 reels/man day (5 reels/man day, if on 16mm) 80 negatives/man day | 2,039 reels/year 2,039 reels/year 12,510 negs/year | 204 204 156 | 245.4 245.4 187.7 | .94 .94 .72 | 2,039 reels/year 2,039 reels/year 12,510 negs/year | 204 204 156 | 245.4 245.4 187.7 | .94 .94 .72 |

B

| GROSS DAYS | GROSS MAN YEARS | PLAN "B" | | | | PLAN "C" | | | |
|-------------------|--------------------|------------------------------------------------|----------------------|------------------------|--------------------|------------------------------------------------|----------------------|-------------------------|--------------------|
| | | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS |
| .01 .13 | | 548,000/year 17/day | 1.4 27 | 1.7 32.5 | .01 .13 | 672,000/year 32/day | 1.7 50 | 2.0 60.2 | .01 .23 |
| .48 | | 48,250 pkg./year 12,000 pkg./year | 103 25 | 123.9 30.1 | .48 .12 | 57,100 pkg./year 15,500 pkg./year | 119 32.3 | 143.2 38.9 | .55 .15 |
| .30 | | 155 doc./day | 65 | 78.2 | .30 | 291 doc./day | 121 | 145.6 | .56 |
| .05 | | 10,500 doc./year 119,600 doc./year | 11 85 | 13.2 102.3 | .05 .39 | 10,500 doc./year 195,000 doc./year | 11 139 | 13.2 167.0 | .05 .84 |
| .05 | | 15,000 doc./year | 11 | 13.2 | .05 | 15,000 doc./year | 11 | 13.2 | .05 |
| 1.00 | | Indeterminate | 1 man year | — | 1.00 | Indeterminate | 1 man year | — | 1.00 |
| 1.02 | | 66 work orders/day | 220 | 264.7 | 1.02 | 78 work orders/day | 260 | 312.8 | 1.20 |
| 1.02 | | 66 work orders/day | 220 | 264.7 | 1.02 | 78 work orders/day | 260 | 312.8 | 1.20 |
| .69 .93 .38 | | 300 repro/year 50 doc./year 33 doc./year | 150 200 83 | 180.5 240.6 99.9 | .69 .93 .38 | 300 repro/year 50 doc./year 52 doc./year | 150 200 130 | 180.5 240.6 156.4 | .69 .93 .60 |
| .88 | | 34,250 doc./year | 191 | 229.8 | .88 | 42,000 doc./year | 234 | 281.5 | 1.08 |
| 1.05 | | 34,250 doc./year | 228 | 274.3 | 1.06 | 42,000 doc./year | 280 | 336.9 | 1.30 |
| 4.53 | | 34,250 doc./year | 979 | 1,177.8 | 4.53 | 42,000 doc./year | 1,200 | 1,443.7 | 5.55 |
| 1.76 | | 34,250 doc./year | 381 | 458.4 | 1.76 | 42,000 doc./year | 467 | 561.6 | 2.16 |
| 1.00 | | — | 1 man year | — | 1.00 | — | 1 man year | — | 1.00 |
| 1.00 | | Indeterminate | 1 man year | — | 1.00 | Indeterminate | 1 man year | — | 1.00 |
| .94 .94 | | 2,039 reels/year 2,039 reels/year | 204 204 | 245.4 245.4 | .94 .94 | 2,471 reels/year 2,471 reels/year | 247 247 | 297.2 297.2 | 1.14 1.14 |
| .72 | | 12,510 negs/year | 156 | 187.7 | .72 | 17,641 negs/year | 221 | 266.9 | 1.02 |

| FUNCTIONAL AREAS | | DESCRIPTION OF WORK | PRODUCTIVITY RATE | VOLUME |
|------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|---------------------------------------------------------|
| F. Reproduction | | | | |
| 14. | Microfilm Archives Make Opaphane Copies | One master for vault One reproducible master One working copy Maintenance of microfilm files. | 30 reels/man day | 6117 reels/year |
| | Breakdown | Breakdown film into individual documents and place in file. (10 reels current production, 15 reels back from airgraph/day) | 1) 40 titles/man day 2) 100 charges/man day 6 reels/man day | 1800 changes/year 189 charges/day 5096 reels/year |
| | Process Document Requests | Arrange in numerical order and sort for Airgraph reproduction. | 325 items/man day | 139 items/day |
| 15. | Process Airgraph | Sort and splice by density into 100 ft reels (18 reels/day) Print Process (including maintenance of processors.) | 325 items/man day 13.3 reels/man day 8 reels/man day | 139 items/day 10 reels/day 10 reels/day |
| 16. | Photo Prints | Process photo prints for requested documents, TDD, brochures, etc. | 350/man day | 7574/year |
| a. | Microcards | This medium of reproduction is used when the requester desires a complete copy of the document in microcopy form. The microcard is forwarded on request in lieu of a paper copy of the document. 50 prints each 62 doc./day - printing only Makesup Preparation of machine Process Microcards | 2400/man day 30/man day 3/man hour 480/man hour | |
| | Drying Room | Ferrotyping and drying photoprints | 400/man day | 7574/year |
| | Stock Handling | Storage and withdrawal of photo supplies | | |
| G. Shipping | | | | |
| 1. | Addressograph | Supervisor Maintain addressograph plates for user agencies showing on master plate for each user the subject Divisions for which cleared, type of agency, Agency Code Number, Security clearance and address with attention line. | 120 changes/man day | 200 changes/day |
| | a. Maintenance of Using Agency Plates | Proofread plates. Maintain distribution list for Technical Data Digest. | 240 plates/man day Negligible | 200 changes/day |
| | Maintenance of TDD Distribution List | | | |
| | b. Addressing | Forms, envelopes or labels for shipping. (1,000 plates 52 times per year) (1,100 plates 14 times per year) 50 per year to 650 addressees. All plates as required. | 1,000 items/man hour 1,000 items/man hour 300 items/man hour 1,000 items/man hour | 300,950/year 65,500/year 154,000/year |
| 2. | ATI Cards | | | |
| | a. Marking Invoices | Mark invoices for Agencies still getting cards automatically. | 330 invoices/man day | 69,968/year |
| | b. Select Cards & Stuff | Select cards and stuff into envelopes. | 400 invoices/man day | 69,968/year |
| | c. Seal Envelopes | Seal envelopes. | 1,350 invoices/man day | 69,968/year |

| PRODUCTIVITY RATE | PLAN "A" | | | | PLAN "B" | | | |
|------------------------|-------------------|----------------------|-------------------|--------------------|--------------------|----------------------|-------------------|--------------------|
| | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS |
| 30 reels/man day | 6117 reels/year | 204 | 245.4 | .94 | 6117 reels/year | 204 | 245.4 | .94 |
| 40 titles/man day | 1800 changes/year | 45 | 54.1 | .21 | 1800 changes/year | 45 | 54.1 | .21 |
| 100 charges/man day | 139 charges/day | 348 | 418.7 | 1.61 | 139 charges/day | 348 | 418.7 | 1.61 |
| 6 reels/man day | 5096 reels/year | 849 | 1021.4 | 3.93 | 5096 reels/year | 849 | 1021.4 | 3.93 |
| 335 items/man day | 139 items/day | 107 | 128.7 | .50 | 139 items/day | 107 | 128.7 | .50 |
| 325 items/man day | 139 items/day | 107 | 128.7 | .50 | 139 items/day | 107 | 128.7 | .50 |
| 13.3 reels/man day | 10 reels/day | 188 | 228.2 | .87 | 10 reels/day | 188 | 228.2 | .87 |
| 8 reels/man day | 10 reels/day | 313 | 376.6 | 1.45 | 10 reels/day | 313 | 376.6 | 1.45 |
| 350/man day | 7574/year | 22 | 26.5 | .10 | 7574/year | 22 | 26.5 | .10 |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 2400/man day | _____ | _____ | _____ | _____ | 2400/day | 250 | 300.8 | 1.18 |
| 30/man day | _____ | _____ | _____ | _____ | 42/day | 400 | 481.2 | 1.85 |
| 2/man hour | _____ | _____ | _____ | _____ | daily | 63 | 75.8 | .29 |
| 480/man hour | _____ | _____ | _____ | _____ | 2400/day | 125 | 150.4 | .58 |
| 400/man day | 7574/year | 19 | 22.9 | .09 | 7574/year | 19 | 22.9 | .09 |
| _____ | _____ | 1/2 man year | _____ | .50 | _____ | 1/2 man year | _____ | .50 |
| _____ | _____ | 1 man year | _____ | 1.00 | _____ | 1 man year | _____ | 1.00 |
| 120 changes/man day | 200 changes/day | 417 | 501.7 | 1.93 | 200 changes/day | 417 | 501.7 | 1.93 |
| 240 plates/man day | 200 changes/day | 208 | 250.2 | .96 | 200 changes/day | 208 | 250.2 | .96 |
| Negligible | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 1,000 items/man hour | _____ | _____ | _____ | _____ | 2,600/week | 17 | 20.5 | .08 |
| 1,000 items/man hour | 300,950/year | 38 | 45.7 | .18 | 600/week | 4 | 4.8 | .02 |
| 300 items/man hour | 65,500/year | 27 | 32.5 | .13 | 230,938/year | 28 | 33.7 | .13 |
| 1,000 items/man hour | 154,000/year | 19 | 22.9 | .09 | 65,500/year | 27 | 32.5 | .13 |
| _____ | _____ | _____ | _____ | _____ | 154,000 items/year | 19 | 22.9 | .09 |
| 330 invoices/man day | 69,988/year | 212 | 255.0 | .96 | 61,381/year | 156 | 187.7 | .72 |
| 400 invoices/man day | 69,988/year | 175 | 210.5 | .81 | 61,381/year | 129 | 155.2 | .60 |
| 1,330 invoices/man day | 69,988/year | 53 | 63.8 | .25 | 61,381/year | 39 | 46.9 | .18 |

B

| GROSS MAN YEARS | PLAN "E" | | | | GROSS MAN YEARS | PLAN "C" | | | | GROSS MAN YEARS |
|--------------------|--------------------|----------------------|-------------------|--------------------|--------------------|-----------------------|----------------------|-------------------|--------------------|--------------------|
| | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS | | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS | |
| .94 | 6117 reels/year | 204 | 245.4 | .94 | | 7451 reels/year | 247 | 297.2 | 1.14 | |
| .21 | 1800 changes/year | 45 | 54.1 | .21 | | 1800 changes/year | 45 | 54.1 | .21 | |
| 1.81 | 139 charges/day | 348 | 418.7 | 1.81 | | 220 charges/day | 550 | 661.7 | 2.55 | |
| 3.93 | 5096 reels/year | 849 | 1021.4 | 3.93 | | 6250 reels/year | 1042 | 1253.6 | 4.82 | |
| .50 | 139 items/day | 107 | 128.7 | .50 | | 271 items/day | 208 | 250.2 | .96 | |
| .50 | 139 items/day | 107 | 128.7 | .50 | | 271 items/day | 208 | 250.2 | .96 | |
| .87 | 10 reels/day | 188 | 226.2 | .87 | | 18 reels/day | 301 | 362.1 | 1.39 | |
| .45 | 10 reels/day | 313 | 376.8 | 1.45 | | 18 reels/day | 500 | 601.8 | 2.31 | |
| .10 | 7574/year | 22 | 26.5 | .10 | | 12,054/year | 34.5 | 41.5 | .16 | |
| — | — | — | — | — | | — | — | — | — | |
| | 2400/day | 250 | 300.8 | 1.16 | | 3100/day | 323 | 388.6 | 1.49 | |
| | 48/day | 400 | 481.2 | 1.86 | | 62/day | 517 | 622.0 | 2.39 | |
| | daily | 63 | 75.8 | .29 | | daily | 63 | 75.8 | .29 | |
| | 2400/day | 125 | 150.4 | .58 | | 3100/day | 203 | 243.0 | .96 | |
| .09 | 7574/year | 19 | 22.9 | .09 | | 12,054/year | 30 | 36.1 | .14 | |
| .50 | — | 1/2 man year | — | .50 | | — | 1/2 man year | — | .50 | |
| 1.00 | — | 1 man year | — | 1.00 | | — | 1 man year | — | 1.00 | |
| 1.93 | 200 changes/day | 417 | 501.7 | 1.93 | | 200 changes/day | 417 | 501.7 | 1.93 | |
| .96 | 200 changes/day | 208 | 250.2 | .96 | | 200 changes/day | 208 | 250.2 | .96 | |
| — | — | — | — | — | | — | — | — | — | |
| | 2,600/week | 17 | 20.5 | .08 | | 5,216/week | 34 | 40.9 | .16 | |
| | 600/week | 4 | 4.8 | .02 | | 600/week (mil. issue) | 4 | 4.8 | .02 | |
| .18 | 290,938/year | 28 | 33.7 | .13 | | 365,662/year | 46 | 55.3 | .21 | |
| .13 | 65,500/year | 27 | 32.5 | .10 | | 65,500/year | 27 | 32.5 | .13 | |
| .09 | 154,000 items/year | 19 | 22.9 | .09 | | 178,200 items/year | 22 | 26.5 | .10 | |
| .98 | 51,381/year | 156 | 187.7 | .72 | | 85,038/year | 258 | 310.4 | 1.19 | |
| .81 | 51,381/year | 129 | 155.2 | .60 | | 85,038/year | 213 | 258.3 | .96 | |
| .25 | 51,381/year | 39 | 46.9 | .18 | | 85,038/year | 64 | 77.0 | .30 | |

| FUNCTIONAL AREAS | DESCRIPTION OF WORK | PRODUCTIVITY RATE | VOLUME |
|------------------------------------|--------------------------------------------------|-------------------|---------------|
| | | | |
| G. Shipping | | | |
| 3. Requested Documents | | | |
| a. Single Wrap | Pack and Wrap - single wrap (387) | 240 pkg./man day | 203/day |
| b. Double Wrap | Pack and Wrap - double wrap (171) | 120 pkg./man day | 89/day |
| 4. Title Announcement Bulletin | | | |
| a. Stuff Restricted TAB | _____ | 700/man day | _____ |
| b. Stuff Confidential TAB | _____ | 700/man day | _____ |
| c. Stuff Military TAB | _____ | | _____ |
| d. Seal Envelopes | _____ | 1,330/man day | _____ |
| 5. Reclassification Bulletin | | | |
| a. Stuff Reclassification Bulletin | Stuff 1,000 copies. | 700/man day | 1,000/month |
| b. Seal Envelopes | Seal envelopes. | 1,330/man day | 1,000/month |
| 6. Demand Bibliographies | | | |
| a. Single Wrap | Wrap and Ship Demand Bibliographies. | 240 pkg./man day | 204 pkg./year |
| b. Double Wrap | Wrap and Ship Demand Bibliographies. | 120 pkg./man day | 1,121/year |
| 7. ASTIA Publications | | | |
| a. Stuff ASTIA Publications | Six of the seven ASTIA publications are (F. 8) | | |
| b. Seal Envelopes | disseminated to the Users - 1,350 each. | | |
| | Stuff envelopes 8,100 (6 x 1,350) | 700/man day | 6,000/year |
| | Seal envelopes 8,100 (6 x 1,350) | 1,330/man day | 6,000/year |
| 8. Form Letters | | | |
| a. Stuff Envelopes | Stuff form letters into envelopes 50 letters | 1,400/man day | 32,500/year |
| | (650) = 32,500 | | |
| b. Seal Envelopes | Folding done mechanically in Publishing Division | 1,500/man day | 32,500/year |
| | 50 letters (650) = 32,500 | | |

2

| OF WORK | PRODUCTIVITY RATE | PLAN "A" | | | | PLAN "B" | |
|------------------------|--------------------------------------|-------------------|----------------------|-------------------|--------------------|-------------------|----------------------|
| | | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS | VOLUME | MAN DAYS REQUIRED |
| (397) p (171) | 240 pkg./man day 120 pkg./man day | 206/day 89/day | 215 185 | 258.7 222.6 | 1.00 .85 | 206/day 89/day | 215 185 |
| _____ | 700/man day | _____ | _____ | _____ | _____ | 50/week | 4 |
| _____ | 700/man day | _____ | _____ | _____ | _____ | 1,300/week | 97 |
| _____ | _____ | _____ | _____ | _____ | _____ | 900/week | 67 |
| _____ | 1,330/man day | _____ | _____ | _____ | _____ | 1,950/week | 76 |
| | 700/man day | 1,000/month | 74 | 89.0 | .34 | 1,000/month | 74 |
| | 1,330/man day | 1,000/month | 39 | 46.9 | .18 | 1,000/month | 39 |
| lographies. | 240 pkg./man day | 204 pkg./year | 1 | 1.2 | .05 | 204/year | 1 |
| lographies. | 120 pkg./man day | 1,121/year | 8 | 10.8 | _____ | 1,121/year | 9 |
| ications are (F. 8) | | | | | | | |
| each. | | | | | | | |
| (, 350) | 700/man day | 5,000/year | 8.6 | 10.3 | .04 | 6,000/year | 8.6 |
| (, 350) | 1,330/man day | 6,000/year | 4.5 | 5.4 | .02 | 6,000/year | 4.5 |
| opes 50 letters | 1,400/man day | 32,500/year | 23 | 27.7 | .11 | 32,500/year | 23 |
| in Publishing Division | 1,500/man day | 32,500/year | 22 | 26.5 | .10 | 32,500/year | 22 |

B

| GROSS MAN YEARS | PLAN "B" | | | | PLAN "C" | | | |
|--------------------|-------------|----------------------|-------------------|--------------------|-------------|----------------------|-------------------|--------------------|
| | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS | VOLUME | MAN DAYS REQUIRED | GROSS MAN DAYS | GROSS MAN YEARS |
| 1.00 | 206/day | 215 | 258.7 | 1.00 | 397/day | 414 | 498.1 | 1.92 |
| .85 | 89/day | 185 | 222.6 | .86 | 171/day | 356 | 428.3 | 1.65 |
| — | 50/week | 4 | 4.8 | .02 | 68/week | 5 | 6.0 | .02 |
| — | 1,300/week | 97 | 116.7 | .45 | 1,618/week | 120 | 144.4 | .56 |
| — | 900/week | 67 | 80.6 | .31 | 1,419/week | 105 | 120.3 | .49 |
| — | 1,950/week | 76 | 91.4 | .35 | 2,632/week | 103 | 124.0 | .48 |
| .34 | 1,000/month | 74 | 89.0 | .34 | 1,350/month | 23 | 27.7 | .11 |
| .18 | 1,000/month | 39 | 46.9 | .18 | 1,350/month | 12 | 14.4 | .06 |
| .05 | 204/year | 1 | 1.2 | .05 | 250/year | 1 | 1.2 | .06 |
| — | 1,121/year | 9 | 10.8 | — | 1,375/year | 11 | 13.2 | — |
| .04 | 8,000/year | 8.6 | 10.3 | .04 | 8,100/year | 11.6 | 13.9 | .05 |
| .02 | 6,000/year | 4.5 | 5.4 | .02 | 8,100/year | 6.1 | 7.3 | .03 |
| .11 | 32,500/year | 23 | 27.7 | .11 | 32,500/year | 23 | 27.7 | .11 |
| .10 | 32,500/year | 22 | 26.5 | .10 | 32,500/year | 22 | 26.5 | .10 |

| FUNCTIONAL AREAS | DESCRIPTION OF WORK | MANNING | PLAN "A" | PLAN "B" |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------|
| | | | GROSS MAN YEARS | GROSS MAN YEARS |
| H. Office of the Chief | Responsible for the accomplishment of that portion of the ASTIA mission assigned to DSC. | | | |
| 1. Chief, DSC | Directs all components of DSC and keeps the Director of ASTIA informed. | Chief, DSC | 1.00 | 1.00 |
| 2. Deputy Chief, DSC | Assumes full responsibility for DSC in absence of Chief. Supervises all components of DSC under general supervision of Chief, DSC. | Deputy Chief, DSC 2 Clerk Steno. | 1.00 2.00 | 1.00 2.00 |
| L. Administrative Staff | In order to carry out the mission of ASTIA it is necessary to perform a number of Staff level functions. These staff duties are specialized and require trained specialists. | | | |
| 1. Administration | Perform administrative functions as pertain to personnel, budget and fiscal, supply, mail and receptionists. | Chief (Admin. Office) Admin. Asst. | 1.00 1.00 | 1.00 1.00 |
| Budget and Fiscal | Control purchase orders, authenticate reports of contractors, and prepare periodic personnel and budget status reports. | 1 Budget & Fiscal Officer 1 Clerk Typist | 1.00 1.00 | 1.00 1.00 |
| Mail | Control and route both incoming and outgoing mail. | 1 Chief (Clerk) 4 Clerk, Mail | 1.00 4.00 | 1.00 4.00 |
| Personnel | Handle all matters pertaining to personnel actions. | 1 Driver, Truck | 1.00 | 1.00 |
| Receptionists | Check security clearance of persons admitted to DSC for purposes of obtaining services or use of reference files and reports. | 1 Admin. Asst. 1 Clerk Typist | 1.00 1.00 | 1.00 1.00 |
| Supply | Procure, issue and maintain records on all office supplies and equipment necessary to sustain DSC operations. | 2 Clerks (directly responsible to Admin. Office) 1 Chief (Supply Clerk) 2 Clerks (Supply) 1 Clerk Typist | 2.00 1.00 2.00 1.00 | 2.00 1.00 2.00 1.00 |
| 2. Plans and Operations | Responsible to Chief and Deputy Chief, DSC in analyzing operations, at the operating level, performing staff studies, maintaining standard operating procedures, and compiling essential statistics to justify operational requirements. | 1 Chief, Operation Analyst 1 Org. & Method Examiner 1 Clerk Typist | 1.00 1.00 1.00 | 1.00 1.00 1.00 |
| 3. Security | Take such actions as are necessary to implement and maintain plant security. | 1 Security Officer | 1.00 | 1.00 |
| J. Operating Staff | Assume responsibility at the operating level for the accomplishment of all phases of DSC activity. | Chief Asst. Chief 1 Clerk Steno. | 1.00 1.00 1.00 | 1.00 1.00 1.00 |
| 1. Chief, Service Division | Supervise components of DSC engaged in cataloging, indexing, announcing the availability of, and distribution to accredited users of scientific and technical documents acquired by ASTIA, maintain a reference library and provide reference and related services including bibliographies as requested. | | | |
| 2. Chief, Production Division | Supervise components of DSC engaged in all forms of reproduction, publication copy presentation, illustration and format. Responsible for establishing specifications for and maintaining the development of new publishing and photographic processes and equipment as becomes necessary for fulfilling the ASTIA mission. | Chief Asst. Chief 1 Clerk Steno | 1.00 1.00 1.00 | 1.00 1.00 1.00 |
| Total Man Days & Man Years (Gross) | | Plan "A" - Gross Man Days, 52,357.1; Gross Man Years, 201.41; Plan "B" - Gross Man Days, 53,343.9; Gross Man Years, 213.94; Plan "C" - Gross Man Days, 62,378.81; Gross Man Years, 239.94 | | |

| | DESCRIPTION OF WORK | MANNING | PLAN "A" | PLAN "B" | PLAN "C" |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------|----------------------------------------------|
| | | | GROSS MAN YEARS | GROSS MAN YEARS | GROSS MAN YEARS |
| | Responsible for the accomplishment of that portion of the ASTIA mission assigned to DSC. | | | | |
| | Directs all components of DSC and keeps the Director of ASTIA informed. | Chief, DSC | 1.00 | 1.00 | 1.00 |
| | Assumes full responsibility for DSC in absence of Chief. Supervises all components of DSC under general supervision of Chief, DSC. | Deputy Chief, DSC 2 Clerk Stenos. | 1.00 2.00 | 1.00 2.00 | 1.00 2.00 |
| | In order to carry out the mission of ASTIA it is necessary to perform a number of Staff level functions. These staff duties are specialized and require trained specialists. | | | | |
| | Perform administrative functions as pertain to personnel, budget and fiscal, supply, mail and receptionists. | Chief (Admin. Office) Admin. Asst. | 1.00 1.00 | 1.00 1.00 | 1.00 1.00 |
| | Control purchase orders, authenticate reports of contractors, and prepare periodic personnel and budget status reports. | 1 Budget & Fiscal Officer 1 Clerk Typist | 1.00 1.00 | 1.00 1.00 | 1.00 1.00 |
| | Control and route both incoming and outgoing mail. | 1 Chief (Clerk) 4 Clerk, Mail | 1.00 4.00 | 1.00 4.00 | 1.00 4.00 |
| | Handle all matters pertaining to personnel actions. | 1 Driver, Truck | 1.00 | 1.00 | 1.00 |
| | Check security clearance of persons admitted to DSC for purposes of obtaining services or use of reference files and reports. | 1 Admin. Asst. 1 Clerk Typist | 1.00 1.00 | 1.00 1.00 | 1.00 1.00 |
| | Procure, issue and maintain records on all office supplies and equipment necessary to sustain DSC operations. | 2 Clerks (directly responsible to Admin. Office) | 2.00 | 2.00 | 2.00 |
| | Responsible to Chief and Deputy Chief, DSC in analyzing operations, at the operating level, performing staff studies, maintaining standard operating procedures, and compiling essential statistics to justify operational requirements. | 1 Chief (Supply Clerk) 2 Clerks (Supply) 1 Clerk Typist 1 Chief, Operation Analyst 1 Org. & Methods Examiner 1 Clerk Typist | 1.00 2.00 1.00 1.00 1.00 1.00 | 1.00 2.00 1.00 1.00 1.00 1.00 | 1.00 2.00 1.00 1.00 1.00 1.00 |
| | Take such actions as are necessary to implement and maintain plant security. | 1 Security Officer | 1.00 | 1.00 | 1.00 |
| | Assume responsibility at the operating level for the accomplishment of all phases of DSC activity. | Chief Asst. Chief 1 Clerk Steno. | 1.00 1.00 1.00 | 1.00 1.00 1.00 | 1.00 1.00 1.00 |
| | Supervise components of DSC engaged in cataloging, indexing, announcing the availability of, and distribution to accredited users of scientific and technical documents acquired by ASTIA, maintain a reference library and provide reference and related services including bibliographies as requested. | | | | |
| | Supervise components of DSC engaged in all forms of reproduction, publication copy presentation, illustration and format. Responsible for establishing specifications for and maintaining the development of new publishing and photographic processes and equipment as becomes necessary for fulfilling the ASTIA mission. | Chief Asst. Chief 1 Clerk Steno | 1.00 1.00 1.00 | 1.00 1.00 1.00 | 1.00 1.00 1.00 |
| Plan "A" - Gross Man Days, 52,357.1; Gross Man Years, 201.41. Plan "B" - Gross Man Days, 53,343.9; Gross Man Years, 205.16. Plan "C" - Gross Man Days, 62,378.81; Gross Man Years, 239.94 | | | | | |